US Army Corps
of Engineers

TIMEKEEPER USERS GUIDE

3rd Draft
26 FEB 02

CEFMS

Corps of Engineers Financial Management System

TIMEKEEPER
USERS GUIDE

Corps of Engineers Financial Management
System
(CEFMS)
Users Manual

TIMEKEEPER USERS GUIDE

TABLE OF CONTENTS

SECTION **TITLE** **PAGE**

1.0 OVERVIEW 1

2.0 DCPS PROCESSING REQUIREMENTS....................................2

3.0 TIME AND ATTENDANCE CODES 3

4.0 TIME AND ATTENDANCE 5

4.1 Work Schedules...6

4.1.1 Organization Tour of Duty...8

4.1.2 Employee Tour of Duty 12

Employee Tour of Duty Examples:

Employee TOD for New Employee...................................18

AWS Code "0" - No AWS - F/T Employee 19

AWS Code "1" - Flexitour - F/T Employee 20

AWS Code "2" - Gliding Schedule - F/T Employee...21

AWS Code "3" - Variable Day Schedule - F/T Employee 22

AWS Code "4" - Variable Week (Employee Request) - F/T Employee..23

AWS Code "5" - Maxiflex Work Schedule - Employee Request) - F/T Employee.................................24

TIMEKEEPER USERS GUIDE

TABLE OF CONTENTS (Cont.)

SECTION **TITLE** **PAGE**

AWS Code "6" - Compressed Work Schedule - F/T Employee 25

AWS Code "7" - First Forty - F/T Employee....................26

AWS Code "8" - Compressed Work Schedule - (40 Hours Weekly) - F/T Employee 27

AWS Code "D" - Variable Work Schedule (Activity Request) - F/T Employee....................28

AWS Code "E" - Maxiflex Work Schedule (Activity Request) - F/T Employee....................29

AWS Code "0" - No AWS - P/T Employee....................30

AWS Code "1" - Flexitour - P/T Employee....................31

AWS Code "2" - Gliding Schedule - P/T Employee....................32

AWS Code "3" - Variable Day Schedule - P/T Employee....................33

AWS Code "4" - Variable Week (Employee Request) - P/T Employee 34

AWS Code "5" - Maxiflex Work Schedule - (Employee Request) - P/T Employee 35

AWS Code "6" - Compressed Work Schedule - P/T Employee....................36

AWS Code "7" - First Forty - P/T Employee 37

TABLE OF CONTENTS (Cont.)

SECTION **TITLE** **PAGE**

AWS Code "8" - Compressed Work Schedule - (40 Hours Weekly) - P/T Employee 38

AWS Code "D" - Variable Work Schedule (Activity Request) - P/T Employee....................................39

AWS Code "E" - Maxiflex Work Schedule (Activity Request) - P/T Employee....................................40

4.1.3 Employee Work Day...41

4.1.4 Rotating Tour of Duty 45

4.2 Data Entry...49

4.2.1 Timekeeper Entry (Current Period)...................................50

4.2.2 Time And Attendance Examples 56

Employee Time and Attendance Examples:

Posting Family Leave for Birth of Child.............................58

Posting Donated Leave for Family Member.......................59

Posting Donated Leave for Self 60

Posting Restored Annual Leave 61

Posting Family Friendly Leave to Provide Care For a Family Member 62

Posting Military Leave On a Regularly Scheduled Work Day...63

TIMEKEEPER USERS GUIDE

TABLE OF CONTENTS (Cont.)

SECTION **TITLE** **PAGE**

Posting an Injury During Duty Hours 65

Posting an Injury After Normal Duty Hours........................66

Posting Injury with Traumatic Leave.................................67

Posting Traumatic Leave on Regular Day Off 68

Posting Unscheduled Overtime for a Rotating Shift Employee 70

Posting Callback Overtime 71

Overtime for Part-Time Employee (6 Hour Tour)..............72

Overtime for Part-Time Employee (10 Hour Tour)............73

Posting Environmental/Hazard - Full Day..........................75

Posting Environmental/Hazard - Partial Day......................76

Posting Env/Haz (Last Hour Ind) 77

Posting Env/Haz with OT (Last Hour Ind)..........................78

Posting Night Differential 79

Posting Night Differential with Paid Leave.........................80

Posting Temporary Shift Override 81

Sunday Premium on Saturday Night Work 82

4.2.3 Tour of Duty Edits (Current Period) 83

TIMEKEEPER USERS GUIDE

TABLE OF CONTENTS (Cont.)

SECTION **TITLE** **PAGE**

4.2.4 End of Month (EOM) Labor Processing 86

4.2.5 Time Entry (Prior Period) 88

4.2.6 TOD Edits (Prior Period) 92

4.2.7 View Pay Period Load Errors...94

4.2.8 View Supervisor Identification..96

4.3 Reports 98

4.3.1 Time & Attendance Report 99

4.3.2 Labor Cost Report with Certification (Timekeeper or Employee) 103

4.3.3 Print/List/Delete Reports...108

4.4 Supervisor Functions 111

4.4.1 Certify Current Period Time, Attendance & Labor 112

4.4.2 View or Verify Labor Data...116

4.4.3 Certify Prior Period Time, Attendance and Labor 120

4.4.4 View or Verify Retroactive Adjustments............................124

4.4.5 View Authorized Supervisors..128

TABLE OF CONTENTS (Cont.)

SECTION **TITLE** **PAGE**

LIST OF APPENDICES

APPENDIX A **TYPE HOUR CODES**

Pay Type Codes....................A-1
Leave Codes - Paid....................A-2
Leave Codes - Nonpaid....................A-3
Compensatory Codes....................A-3
Environmental/Hazard Codes....................A-4
Representational Codes....................A-7
Family Medical Leave Codes....................A-8
Family Friendly Leave Codes....................A-8
Type Hour Codes (Expanded Reference)....................A-9
Pay Type Codes/Definitions....................A-9
Leave Codes - Paid/Definitions....................A-12
Leave Codes - Nonpaid/Definitions....................A-15
Compensatory Codes/Definitions....................A-15

APPENDIX B **OTHER TIME AND ATTENDANCE CODES**

Shift Codes....................B-1
Work Schedule Codes....................B-2
T&A Status Codes....................B-3

TIMEKEEPER USERS GUIDE

TABLE OF CONTENTS (Cont.)

SECTION **TITLE** **PAGE**

Temporary Position Codes B-4
Employee Type Codes B-5

APPENDIX C **ALTERNATE WORK SCHEDULE (AWS) CODES**

Quick Reference for Full-Time Employees C-1
AWS Codes (Expanded Reference) C-3
APPENDIX D **GLOSSARY** D-1

TIMEKEEPER USERS GUIDE

Section 1.0 OVERVIEW

The time, attendance and labor module of the Corps of Engineers Financial Management System (CEFMS) provides data collection for the Defense Civilian Pay System (DCPS) and CEFMS labor processing from a single source of input. DCPS is the standard civilian pay system for Department of Defense (DoD) employees.

Under the DCPS concept of operations, time and attendance may be directly entered into the DCPS database or collected by an approved Source Data Automation (SDA) system and transmitted each pay period to a designated payroll site for processing. The SDA method was approved for the Corps of Engineers (COE) by the Defense Finance and Accounting Service (DFAS).

DFAS operates three civilian pay centers known as operating locations (OPLOCs). The OPLOCs at Denver and Charleston currently service pay accounts for the COE.

Key individuals at each of the employing agencies are the customer service representatives (CSRs). The CSR, with on-line access to the DCPS database, is able to input employee-related data and perform queries which answer many of the day-to-day pay and leave questions.

Section 2.0 DCPS PROCESSING REQUIREMENTS

DFAS payroll centers receive employee information from hundreds of civilian personnel offices around the world. As an employee's entitlement to pay is based solely on information contained in his or her official personnel record, it is imperative that data be received timely and accurately. Information is downloaded to DCPS nightly from the Defense Civilian Personnel Data System (DCPDS) formerly known as the Army Civilian Personnel System (ACPERS). In addition to pay entitlements, the work location of an employee is determined from data received from the personnel system. Employees are assigned to organizations within an employing activity. These entities are identified as follows:

> ACTIVITY - UNIT IDENTIFICATION CODE (UIC) - The Activity - UIC is a six position alphanumeric field which identifies the employing activity.
>
> ORGANIZATION - Organization is a seven position alphanumeric field which identifies a more defined group within the employing activity.
>
> EMPLOYEE - An employee is assigned to a specific organization within the employing activity.

Corps activities have been assigned both a civil and military UIC code. Employees are assigned to a UIC depending on the manpower position they occupy. Recorded in DCPDS, the UIC denotes this employing activity's military or civil identification. When an employee has an employing activity different from their work location, an alternate UIC code is assigned. However, DA interns, officially assigned to a student detachment in Virginia (but physically located elsewhere), are all identified by the Army UIC W4CMAA.

The organization code to which an employee is officially assigned is also recorded in DCPDS. Usually seven positions, this code identifies a specific organization within an employing activity. Organization codes for DA interns may be six or seven positions, consisting of a two-digit Civilian Personnel Office identification (CPO ID) plus ‘CE’ for Corps of Engineers, followed by the two-digit career management program. A seventh digit may be used to identify two offices that are serviced by the same CPO ID. Since the organization code flows from DCPDS to DCPS and CEFMS, it is important that the organization code be properly reflected in the personnel records.

Section 3.0 TIME AND ATTENDANCE CODES

This section provides a brief description of the standard time and attendance codes used by DCPS and throughout CEFMS.

Graded/Ungraded Code

DCPS classifies employees as either graded (per annum) employees or ungraded (wage grade) employees. The codes to identify these categories are "G" and "U". The graded/ungraded identification is determined by the employee's pay plan. Pay plans beginning with "W" or "X" apply to ungraded employees. All other pay plans are associated with graded employees.

Hour Types

The hour type code is a two position field which identifies the classification of hour(s) reported for an employee. See Appendix A for a quick reference listing of hour type codes. An expanded reference containing definitions immediately follows the quick reference listing.

Shift Codes

Valid shift codes are 0, 1, 2, 3 and 4. Shift code 0 is reserved for use by graded employees, while codes 1, 2, and 3 are used only by ungraded employees. Shift code 4, normally used for rotating shift employees (ungraded) to identify a regular day off (RDO), is also used with traumatic leave (graded and ungraded employees) to track leave falling on the employees' RDO. The system default is 0 for graded employees and 1 for ungraded employees. Shift codes are listed in Appendix B.

(1) Although power plant employees regularly perform shift work, DCPS requires that only shift code 1 be used, as no shift differential is paid. The hours type field will reflect the appropriate shift worked, i.e., RF, RS, RT.

(2) Graded employees eligible for OCONUS entitlements, to include a Cost of Living Allowance (COLA), may use other predesignated codes in the shift code field for labor costing purposes. These codes are converted to shift code 0 prior to the payroll transmission to DFAS. In CEFMS, the default for OCONUS employees is the entitlement code contained in the employee's record (Screen 10.47). Overtime, however, is an exception. The default for overtime is shift code 0.

Work Schedule Codes

Appendix B lists work schedule codes and a short title. A work schedule code, as reflected on Standard Form 50, indicates an employee's full-time, part-time or intermittent status.

Alternate Work Schedule (AWS)

Employees authorized to work other than a standard eight-hour day, five day, 40 hour week are assigned to an official AWS. The AWS code identifies which alternate schedule (if any) the employee may work. Time and attendance recorded in CEFMS must agree with the employee's authorized work schedule in DCPS or the transaction is rejected. Appendix C lists AWS codes in the quick reference section along with a time and hour matrix. AWS code definitions may be found in the expanded reference section immediately following the quick reference listing.

Time & Attendance (T&A) Status Codes

The T&A status codes identify an employee's pay status in DCPS. Valid codes are "A" - Active Employee, "P" - Pending Separation, and "X" - Deceased. To change an employee's status code, use Screen 17.4.1, Employee Work Day. The effective date of a change to status "P" or "X" is the actual date of separation or date of death. T&A status codes are listed in Appendix B.

Employee Type Codes

Employee type codes are used within DCPS to identify categories of employees requiring special handling in the pay system. Examples are consultants or fire protection personnel. The employee type code is "R" for regular graded and ungraded employees with no special pay requirements. Appendix B contains a complete list of employee type codes.

Section 4.0 TIME AND ATTENDANCE

OVERVIEW

This section presents instructions for completing predetermined work schedules. Work schedules may be established in CEFMS at the organizational or employee level. Rotating work schedules may also be utilized when scheduled changes occur in a repeated pattern. Current and prior pay period data entry is discussed in addition to the execution of time, attendance and labor reports. The three modules comprising this section include:

1) Work Schedules

2) Data Entry

3) Reports.

4.1 WORK SCHEDULES

INTRODUCTION

DCPS work schedules were designed to build a template for each new pay period and to edit time and attendance data. Each organization within an employing activity must have a default work schedule in the DCPS database. The initial schedule is eight hours per day, Monday through Friday, unless otherwise identified. The CSR may modify a default schedule by inputting necessary changes directly into DCPS. Within CEFMS, the Organization Tour of Duty (Screen 17.5) is used to forecast time and attendance and edit data. Care should be taken to ensure CEFMS and DCPS work schedules are identical. Changes made by timekeepers to the CEFMS organizational schedule must ***also*** be entered in DCPS by the CSR.

Employees working a different schedule from the organizational default require an individual or employee work schedule. This is created in CEFMS by completing Employee Tour of Duty (Screen 17.6.1) and Employee Work Day (Screen 17.4.1). Data is transmitted electronically to DCPS each pay period. Therefore, changes to an employee's tour of duty (TOD) information need only be made in CEFMS.

Another type of work schedule is the rotating schedule. The Rotating Tour of Duty (Screen 17.2.1) is designed for employees who rotate through a number of set work schedules over several pay periods. A rotating schedule eliminates the need to change work schedules each pay period.

SCREENS

Organization Default Work Schedule
(Screen 17.5)

Employee Tour of Duty
(Screen 17.6.1)

Employee Work Day
(Screen 17.4.1)

Rotating Tour of Duty
(Screen 17.2.1)

4.1.1 ORGANIZATION TOUR OF DUTY

SCREENS

Organization Default Work Schedule
(Screen 17.5)

PURPOSE

This screen permits a default work schedule to be established for an organization. The default schedule should apply to the majority of graded or ungraded employees within a UIC/organization code combination. Within CEFMS the organizational work schedule eliminates the need to complete an individual schedule for each assigned employee. An organizational work schedule should be created for each group of graded or ungraded employees assigned to each UIC/organization code combination at the employing activity.

HOW TO GET THERE

From the Main Menu, select:

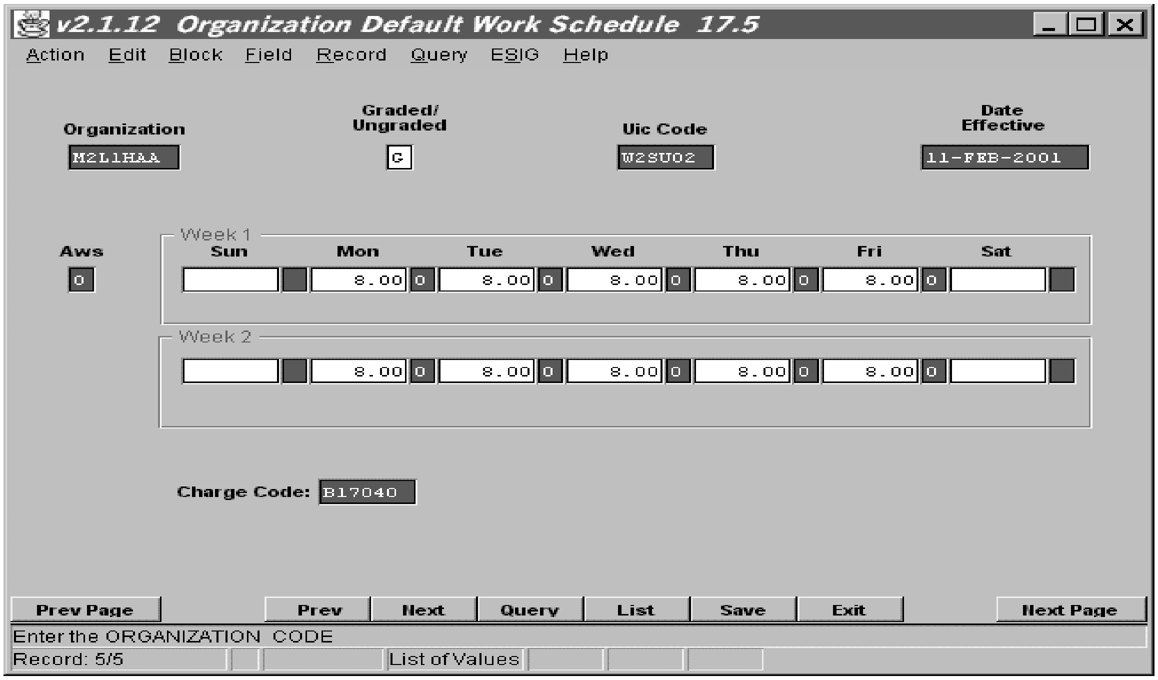
- Financial Management Functions
  - Financial Management
    - Labor/Payroll
      - Timekeeper Functions
        - Organizational Tour of Duty

or

Enter screen number 17.5.

TIPS

- Organizational TOD records are not electronically transmitted to DCPS. Changes in the default work schedule must also be entered directly into DCPS by the CSR. Therefore, caution must be exercised to ensure data in CEFMS matches data stored in DCPS.
- An organization default record is required for each UIC/organization code combination.
- An organization default work schedule is required for each group of graded and ungraded employees within the same UIC/organization code combination.


v2.1.12 Organization Default Work Schedule 17.5
Action
Edit
Block
Field
Record
Query
ESIG
Help
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Organization	Graded/ Ungraded	Uic Code	Date Effective
M2L1HAA	G	W2SU02	11-FEB-2001

Aws: 0

	Sun		Mon		Tue		Wed		Thu		Fri		Sat	
Week 1			8.00	0	8.00	0	8.00	0	8.00	0	8.00	0		
Week 2			8.00	0	8.00	0	8.00	0	8.00	0	8.00	0		

Charge Code: B17040

Enter the ORGANIZATION CODE

Record: 5/5

List of Values

FIELDS

ORGANIZATION	Required. Enter organization code or press F4 for list.

GRADED/ UNGRADED	Required. Enter a "G" to identify graded employees or a "U" for ungraded employees.
UIC CODE	Required. Enter the appropriate military, civil, or alternate UIC code for this organization, or press F4 for list. Alternate UIC codes are assigned to DA interns and individuals working at locations different from that of their employing activity.
DATE EFFECTIVE	Required. Enter the calendar date on which the work schedule becomes effective. Date must be the beginning of the current or future pay period. Press F4 for a list of valid dates.
AWS CODE	Required. Enter a default AWS code for this organization. Press F4 for a list of valid codes. Refer to Appendix C for AWS code definitions.
WK1	Required. Enter the number of hours each day that the majority of the employees within this UIC/organization code combination are scheduled to work. Shift code is required for ungraded employees.
WK2	Required. Enter the number of hours each day that the majority of the employees within this UIC/organization code combination are scheduled to work. Shift code is required for ungraded employees.
CHARGE CODE	Optional. Enter the default charge code for this UIC/organization code combination, or press F4 for list. If forecasted T&A data is not desired,

leave charge code field blank. (This field may be updated by querying an existing record and changing the charge code when necessary.)

WHAT TO DO NEXT

Select <Save> to commit, or <Exit> to return to previous screen.

4.1.2 EMPLOYEE TOUR OF DUTY

SCREENS

Employee Tour of Duty
(Screen 17.6.1)

PURPOSE

This screen allows an individual work schedule to be established. An employee TOD record must be created for all part-time employees and employees with work schedules different from the default (organizational) schedule. When no individual work schedule exists, the organizational schedule will apply.

HOW TO GET THERE

From the Main Menu, select:

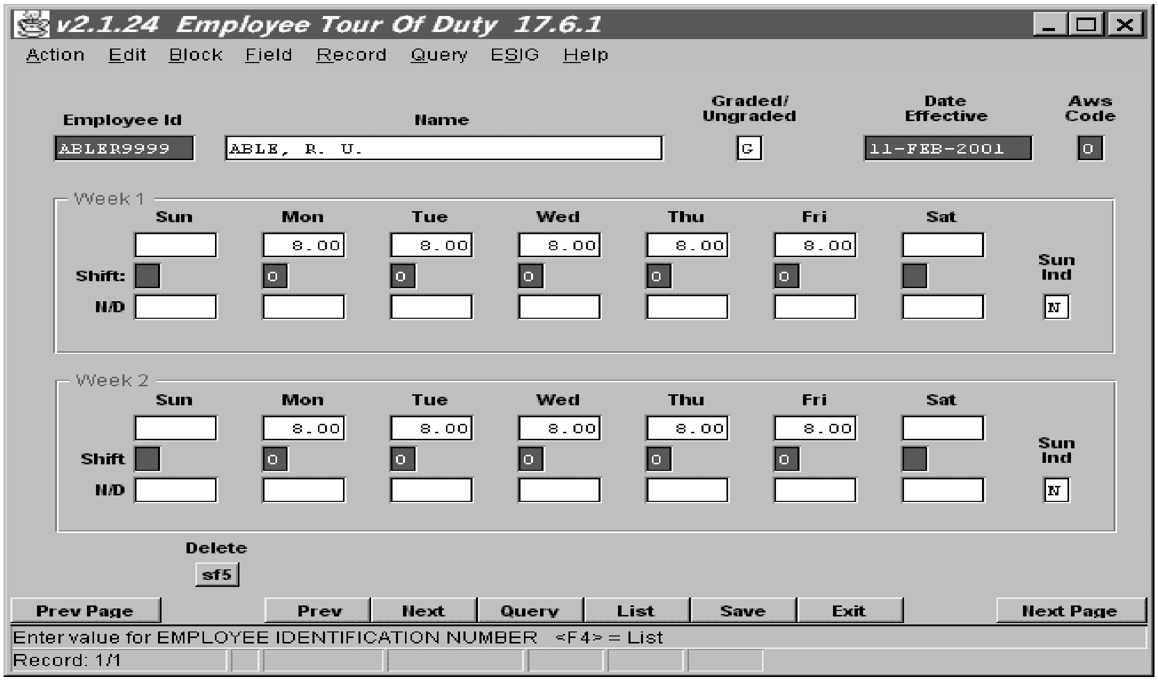
- Financial Management Functions
  - Financial Management
    - Labor/Payroll
      - Timekeeper Functions
        - Employee Tour of Duty

or

Enter screen number 17.6.1.

TIPS

- A TOD record is required for all part-time employees. Part-time employees may work any of the AWS codes available to full-time employees.
- Intermittent employees do not have a TOD record.
- Changes to TOD records are transmitted to DCPS each pay period.
- Employee TOD records may be changed if the effective date is in the current pay period.
- Employee TOD records require at least one employee work day record. See section 4.1.3 for more information on employee work day records.
- New hires in mid-pay period require a full two-week schedule.


v2.1.24 Employee Tour Of Duty 17.6.1
Action Edit Block Field Record Query ESIG Help
Delete
sf5
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Employee Id: ABLER9999
Name: ABLE, R. U.
Graded/ Ungraded: G
Date Effective: 11-FEB-2001
Aws Code: 0

Week 1

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun Ind
		8.00	8.00	8.00	8.00	8.00		
Shift:		0	0	0	0	0		
N/D								N

Week 2

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun Ind
		8.00	8.00	8.00	8.00	8.00		
Shift		0	0	0	0	0		
N/D								N

Enter value for EMPLOYEE IDENTIFICATION NUMBER <F4> = List
Record: 1/1

FIELDS

EMPLOYEE ID	Required. Enter employee's identification (ID) number or press F4 for list. System displays name and graded/ungraded status code.
DATE EFFECTIVE	Required. Enter the beginning date of the current or future pay period. Press F4 for a list of valid pay period dates.
AWS CODE	Required. Enter the alternate work schedule code for this employee. Press F4 for a list of valid codes. Reference Appendix C for AWS Code definitions.

WEEK 1	Required. Enter the number of hours the employee is regularly scheduled to work each day during the first week of the pay period.
SHIFT	Required for ungraded employees only. Enter the shift code for each scheduled day. System automatically populates shift 1 for power plant employees and 0 for graded employees.
N/D	Optional. Enter the number of hours after 1800 a graded employee is scheduled to work each day during his/her normal TOD. Do not enter any night differential hours which may apply to scheduled overtime. Ungraded employees are not eligible for night differential hours.
SUN IND	Required. Enter "Y" to indicate the employee is eligible to receive Sunday premium pay for Saturday work which extends into Sunday. Ungraded employees, with the exception of power plant workers, must be assigned to the 2nd or 3rd shift. Graded employees must have scheduled night differential hours.
WEEK 2	Required. Enter the number of hours the employee is regularly scheduled to work each day during the second week of the pay period.
SHIFT	Required for ungraded employees only. Enter the shift code for each scheduled day. System automatically populates shift 1 for power plant

	employees and 0 for graded employees.
N/D	Optional. Enter the number of hours after 1800 a graded employee is scheduled to work each day. Do not enter any night differential hours which may apply to scheduled overtime. Ungraded employees are not eligible for night differential hours.
SUN IND	Required. Enter "Y" to indicate the employee is eligible to receive Sunday premium pay for Saturday work which extends into Sunday. Ungraded employees, with the exception of power plant workers, must be assigned to the 2nd or 3rd shift. Graded employees must have scheduled night differential hours.

WHAT TO DO NEXT

Select <Save> to commit.

At this point CEFMS performs a check to ensure an Employee Work Day exists for this employee. If a record is present, the Employee Tour of Duty transaction is committed to the database. If a record is not present, the following message is displayed: **Please add (employee id) to EMPLOYEE WORK DAY, using the following form...**

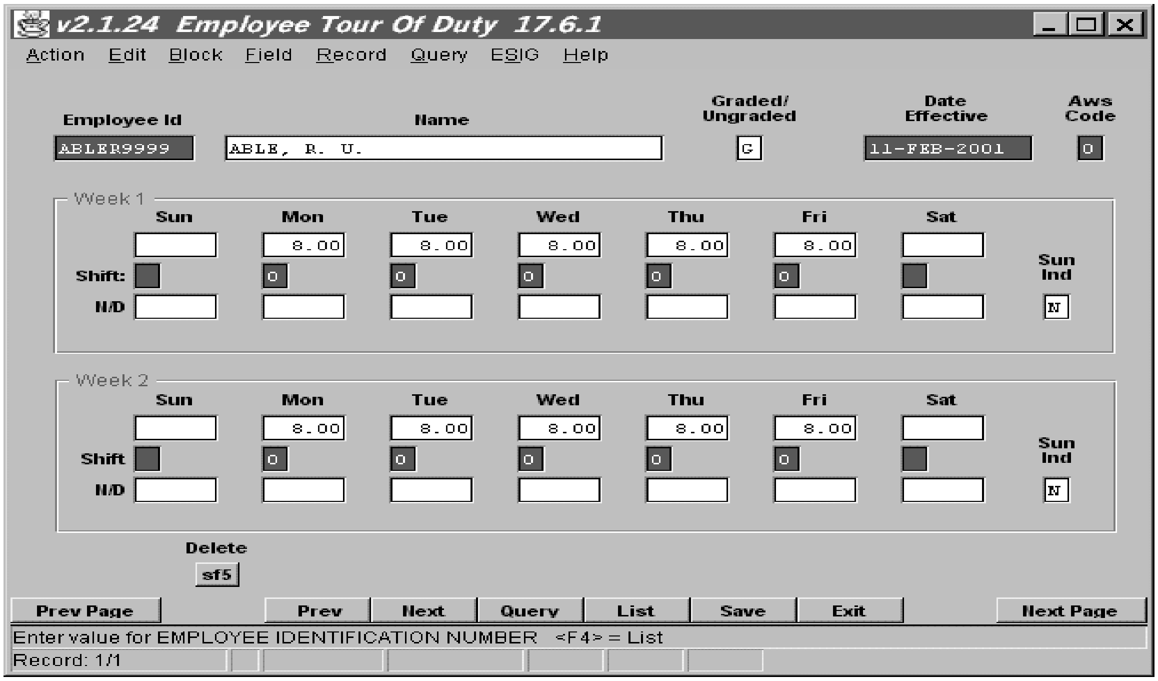
Acknowledge message by selecting ‘OK’.

A partially completed Screen 17.4.1 is then displayed.

Enter charge code if desired; otherwise, leave this field blank if employee typically charges to many different codes. Select

<Save> to commit the Employee Work Day information, or <Exit> to return to screen 17.6.1. Select <Exit> again to commit the Employee Tour of Duty data.

Example: **Employee TOD for New Employee**


v2.1.24 Employee Tour Of Duty 17.6.1
Action
Edit
Block
Field
Record
Query
ESIG
Help
Delete
sf5
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Employee Id	Name	Graded/ Ungraded	Date Effective	Aws Code
ABLER9999	ABLE, R. U.	G	11-FEB-2001	O

Week 1

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun Ind
		8.00	8.00	8.00	8.00	8.00		
Shift:		O	O	O	O	O		
N/D								N

Week 2

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun Ind
		8.00	8.00	8.00	8.00	8.00		
Shift		O	O	O	O	O		
N/D								N

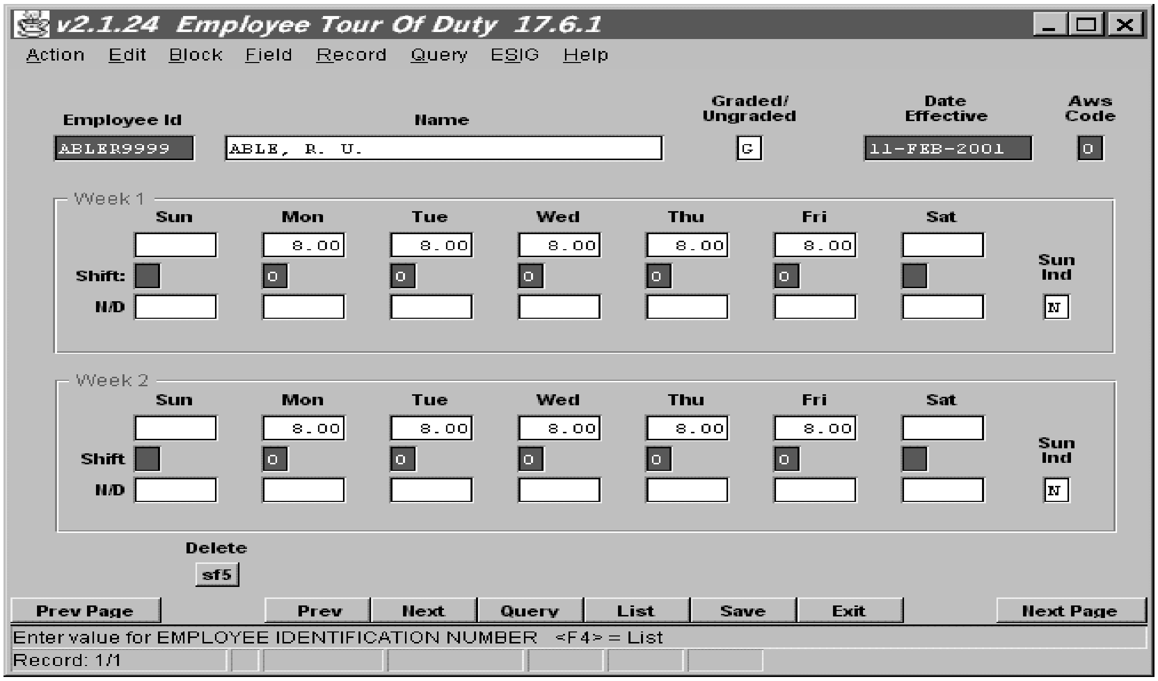
Enter value for EMPLOYEE IDENTIFICATION NUMBER <F4> = List

Record: 1/1

The employee's first day of duty is the second Monday of the pay period. The beginning date of the pay period is entered as the effective date of the work schedule; while the effective date of his personnel action is entered as the effective date of the Employee Work Day (Screen 17.4.1). The work schedule is completed for an entire pay period. Time and attendance edits will not be performed for week one. A new schedule is not required for the next pay period when an employee works his first full pay period.

NOTE: Complete the employee TOD record before entering any data on screen 17.4.1 Employee Work Day.

Example: **AWS Code "0" - No AWS - F/T Employee**


v2.1.24 Employee Tour Of Duty 17.6.1
Action
Edit
Block
Field
Record
Query
ESIG
Help
Delete
sf5
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Employee Id	Name	Graded/ Ungraded	Date Effective	Aws Code
ABLER9999	ABLE, R. U.	G	11-FEB-2001	0

Week 1

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun Ind
		8.00	8.00	8.00	8.00	8.00		
Shift:		0	0	0	0	0		
N/D								N

Week 2

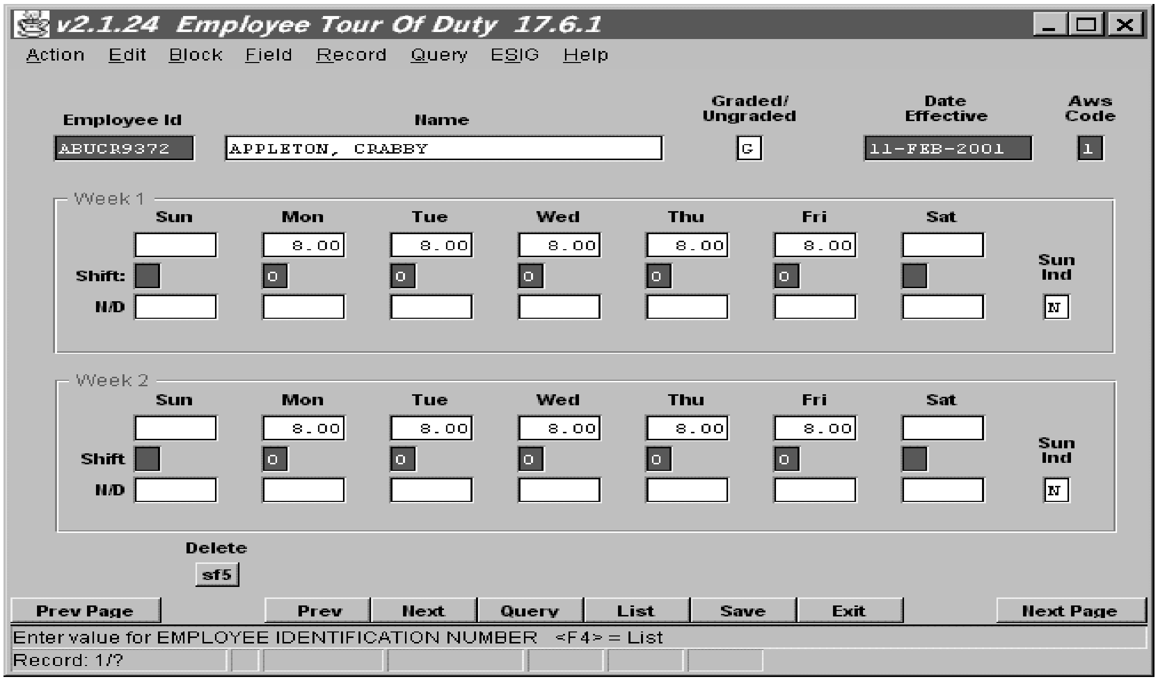
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun Ind
		8.00	8.00	8.00	8.00	8.00		
Shift		0	0	0	0	0		
N/D								N

Enter value for EMPLOYEE IDENTIFICATION NUMBER <F4> = List

Record: 1/1

The employee has a standard schedule consisting of 8 hour days, 40 hour weeks and 80 hours per pay period. AWS code "0" also applies to all fire protection personnel with 112, 120 or 144 hour schedules. No credit hours are authorized.

Example: **AWS Code "1" - Flexitour - F/T Employee**


v2.1.24 Employee Tour Of Duty 17.6.1
Action
Edit
Block
Field
Record
Query
ESIG
Help
Delete
sf5
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Employee Id	Name	Graded/ Ungraded	Date Effective	Aws Code
ABUCR9372	APPLETON, CRABBY	G	11-FEB-2001	1

Week 1

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun Ind
		8.00	8.00	8.00	8.00	8.00		
Shift:		O	O	O	O	O		
N/D								N

Week 2

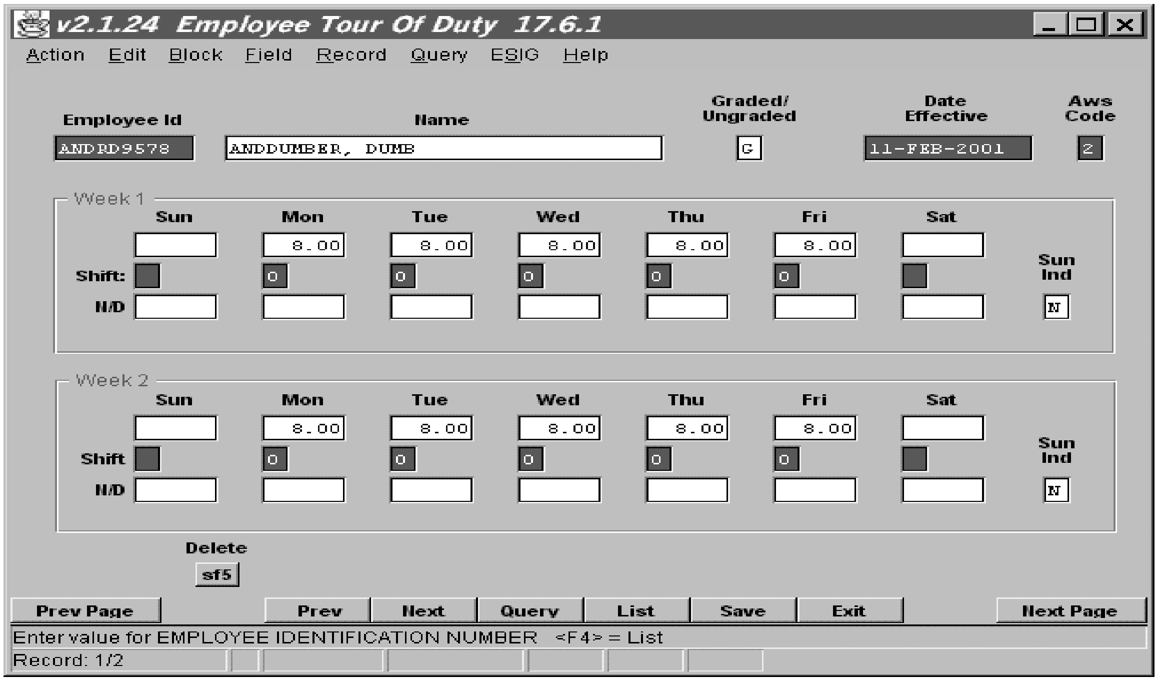
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun Ind
		8.00	8.00	8.00	8.00	8.00		
Shift		O	O	O	O	O		
N/D								N

Enter value for EMPLOYEE IDENTIFICATION NUMBER <F4> = List

Record: 1/?

The employee has a schedule consisting of 8 hour days, 40 hour weeks and 80 hours biweekly. Fixed arrival and departure times have been established. Credit hours may be authorized with this schedule.

Example: **AWS Code "2" - Gliding Schedule - F/T Employee**


v2.1.24 Employee Tour Of Duty 17.6.1
Action Edit Block Field Record Query ESIG Help
Delete
sf5
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Employee Id	Name	Graded/ Ungraded	Date Effective	Aws Code
ANDRD9578	ANDDUMBER, DUMB	G	11-FEB-2001	2

Week 1

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun Ind
		8.00	8.00	8.00	8.00	8.00		
Shift:		0	0	0	0	0		
N/D								N

Week 2

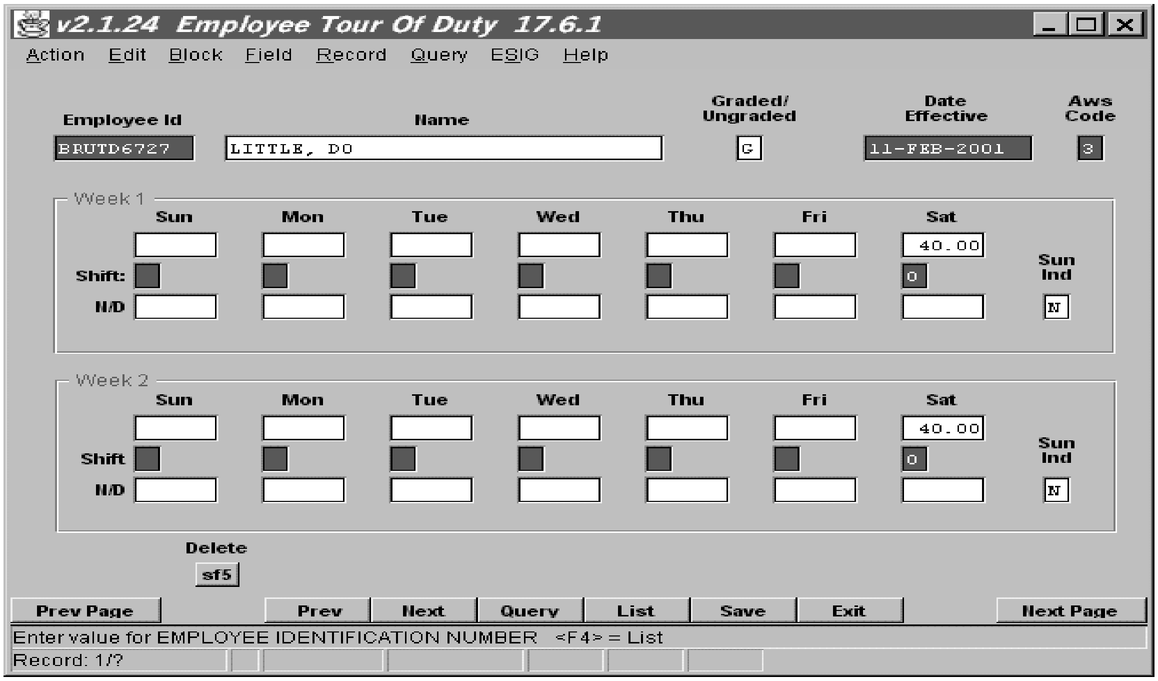
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun Ind
		8.00	8.00	8.00	8.00	8.00		
Shift		0	0	0	0	0		
N/D								N

Enter value for EMPLOYEE IDENTIFICATION NUMBER <F4> = List

Record: 1/2

The employee has a basic work requirement of 8 hour days, 40 hour weeks and 80 hours per pay period. Arrival and departure times may vary without notification. Credit hours may be authorized with this schedule.

Example: **AWS Code "3" - Variable Day Schedule - F/T Employee**


v2.1.24 Employee Tour Of Duty 17.6.1
Action
Edit
Block
Field
Record
Query
ESIG
Help
Delete
sf5
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Employee Id	Name	Graded/ Ungraded	Date Effective	Aws Code
BRUTD6727	LITTLE, DO	G	11-FEB-2001	3

Week 1

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun Ind
							40.00	
Shift:							O	
N/D								N

Week 2

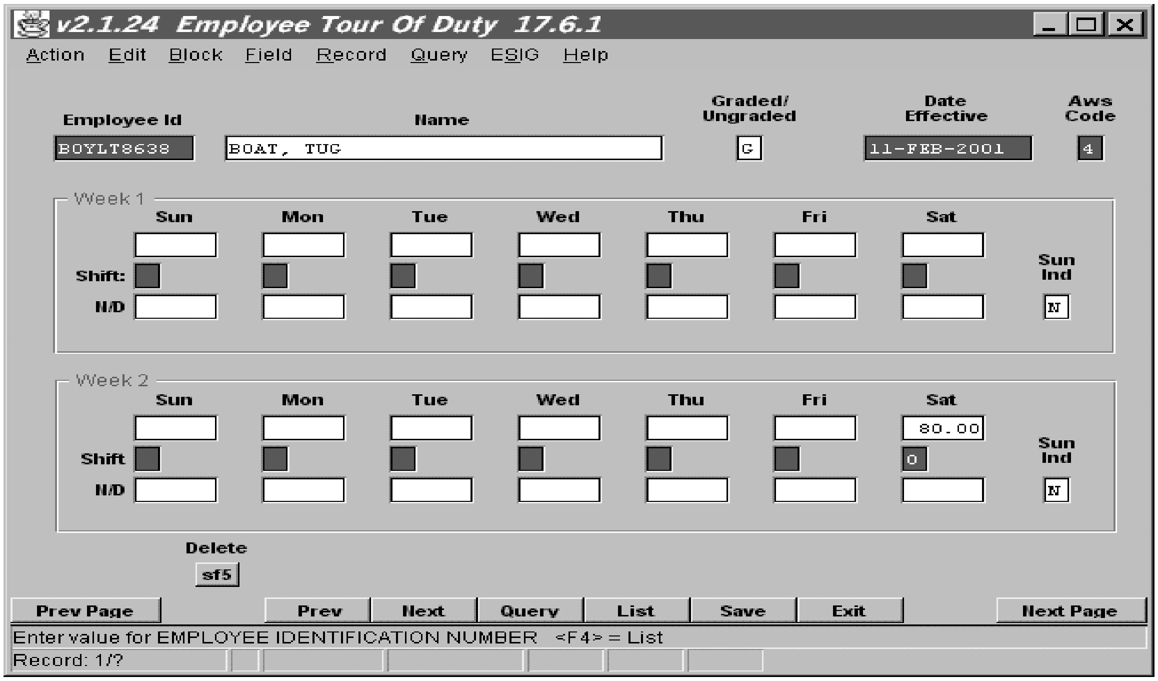
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun Ind
							40.00	
Shift							O	
N/D								N

Enter value for EMPLOYEE IDENTIFICATION NUMBER <F4> = List

Record: 1/?

The employee has a basic work requirement of 40 hours each week and 80 hours biweekly. Employee may vary arrival and departure times as well as length of workday without notification. Credit hours may be authorized with this schedule.

Example: **AWS Code "4" - Variable Week (Employee Request) - F/T Employee**


v2.1.24 Employee Tour Of Duty 17.6.1
Action Edit Block Field Record Query ESIG Help
Delete
sf5
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Employee Id: BOYLT8638
Name: BOAT, TUG
Graded/Ungraded: G
Date Effective: 11-FEB-2001
Aws Code: 4

Week 1

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun Ind
Shift:								
N/D								N

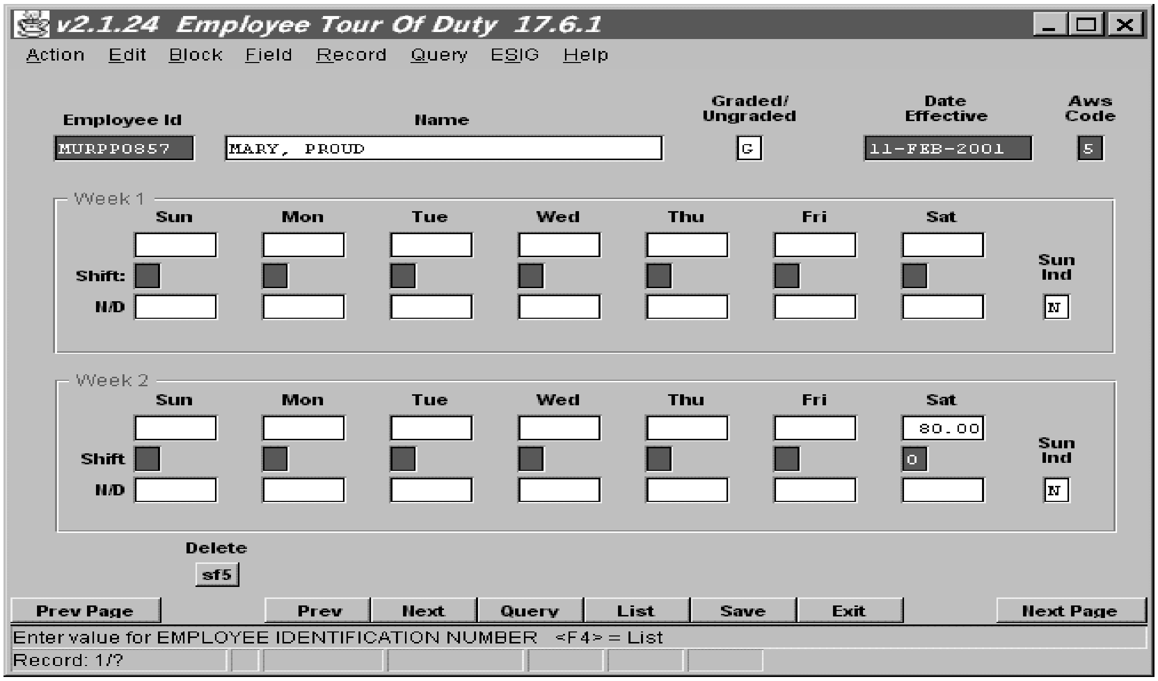
Week 2

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun Ind
							80.00	
Shift							O	
N/D								N

Enter value for EMPLOYEE IDENTIFICATION NUMBER <F4> = List
Record: 1/?

The employee has a basic work requirement of 80 hours biweekly. Employee may vary arrival and departure times and length of workday and workweek without notification. Credit hours may be authorized with this schedule. Hours worked in excess of 40 hours per week will be assumed by DCPS to have been at the employee's request and should be reported as credit hours. The Fair Labor Standards Act (FLSA) computation will be based on a biweekly basis.

Example: **AWS Code "5" - Maxiflex Work Schedule (Employee Request) - F/T Employee**


v2.1.24 Employee Tour Of Duty 17.6.1
Action Edit Block Field Record Query ESIG Help
Week 1
Week 2
Sun Mon Tue Wed Thu Fri Sat
Shift:
N/D
Delete
sf5
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Employee Id: MURPP0857
Name: MARY, PROUD
Graded/Ungraded: G
Date Effective: 11-FEB-2001
Aws Code: 5

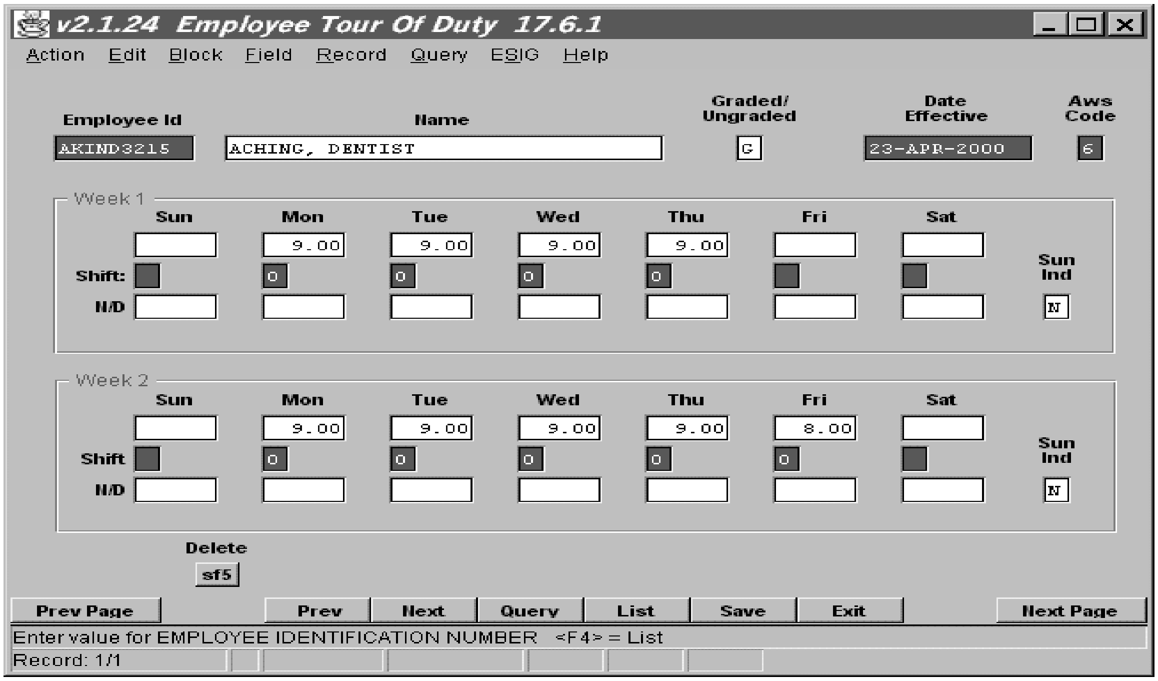
Week 1 Sun Ind: N

Week 2 Sat: 80.00
Week 2 Sat Shift: 0
Week 2 Sun Ind: N

Enter value for EMPLOYEE IDENTIFICATION NUMBER <F4> = List
Record: 1/?

The employee has a basic work requirement of 80 hours biweekly. Employee may work less than 5 days per week and/or less than 10 days during the biweekly pay period. Employee may vary arrival and departure times without notification. Core time is required 3 days per week and credit hours may be authorized for this schedule. Hours worked in excess of 40 hours a week will be assumed by DCPS to have been at the employee's request and should be reported as credit hours. FLSA will be computed on a biweekly basis.

Example: **AWS Code "6" - Compressed Work Schedule - F/T Employee**


v2.1.24 Employee Tour Of Duty 17.6.1
Action
Edit
Block
Field
Record
Query
ESIG
Help
Delete
sf5
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Employee Id: AKIND3215
Name: ACHING, DENTIST
Graded/ Ungraded: G
Date Effective: 23-APR-2000
Aws Code: 6

Week 1

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun Ind
		9.00	9.00	9.00	9.00			
Shift:		O	O	O	O			
N/D								N

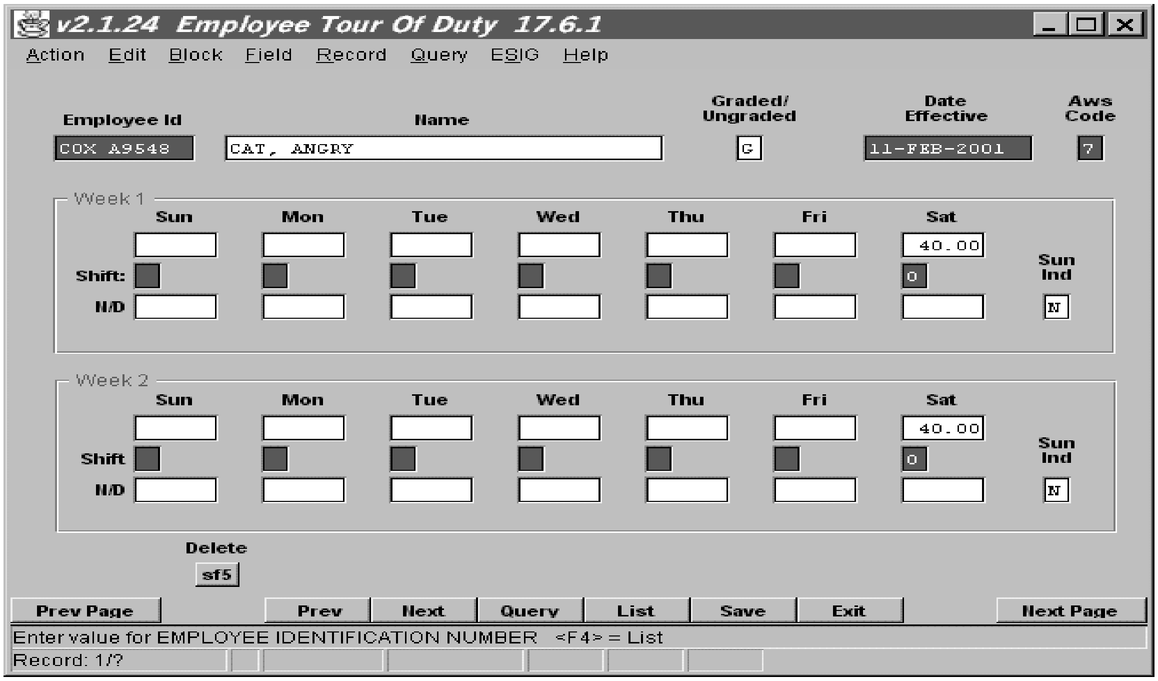
Week 2

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun Ind
		9.00	9.00	9.00	9.00	8.00		
Shift		O	O	O	O	O		
N/D								N

Enter value for EMPLOYEE IDENTIFICATION NUMBER <F4> = List
Record: 1/1

The employee has a basic work requirement of 80 hours biweekly. The number of hours in a week may vary, but the number of hours each workday must be scheduled. Also known as the 5-4/9 plan, the employee may work 9 hour days for eight days and an 8 hour day on the 9th day to complete 80 hours for the pay period. The 10th day is an off-day. FLSA will be computed on a biweekly basis.

Example: **AWS Code "7" - First Forty - F/T Employee**


v2.1.24 Employee Tour Of Duty 17.6.1
Action
Edit
Block
Field
Record
Query
ESIG
Help
Delete
sf5
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Employee Id: COX A9548
Name: CAT, ANGRY
Graded/ Ungraded: G
Date Effective: 11-FEB-2001
Aws Code: 7

Week 1

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun Ind
							40.00	
Shift:							O	
N/D								N

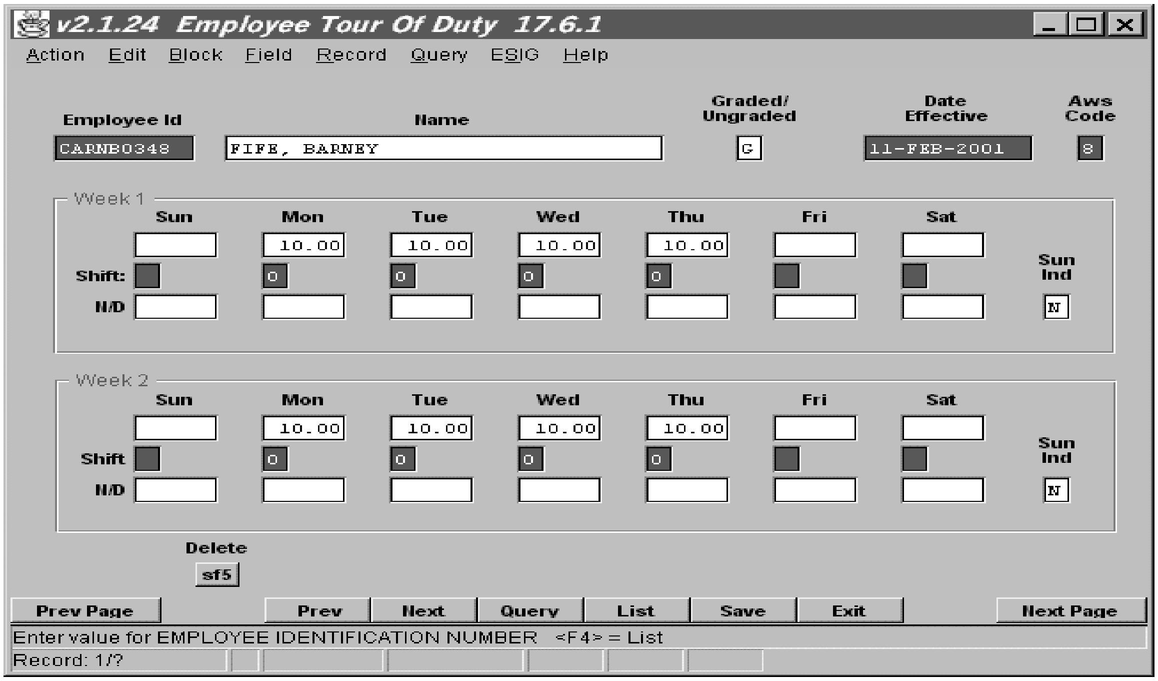
Week 2

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun Ind
							40.00	
Shift							O	
N/D								N

Enter value for EMPLOYEE IDENTIFICATION NUMBER <F4> = List
Record: 1/?

The employee has a basic work requirement of 40 hours a week and 80 hours biweekly. The number of hours per day may vary (0-24).

Example: **AWS Code "8" - Compressed Work Schedule (40 hours weekly) - F/T Employee**


v2.1.24 Employee Tour Of Duty 17.6.1
Action
Edit
Block
Field
Record
Query
ESIG
Help
Delete
sf5
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Employee Id	Name	Graded/ Ungraded	Date Effective	Aws Code
CARNB0348	FIFE, BARNEY	G	11-FEB-2001	8

Week 1

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun Ind
		10.00	10.00	10.00	10.00			
Shift:		O	O	O	O			
N/D								N

Week 2

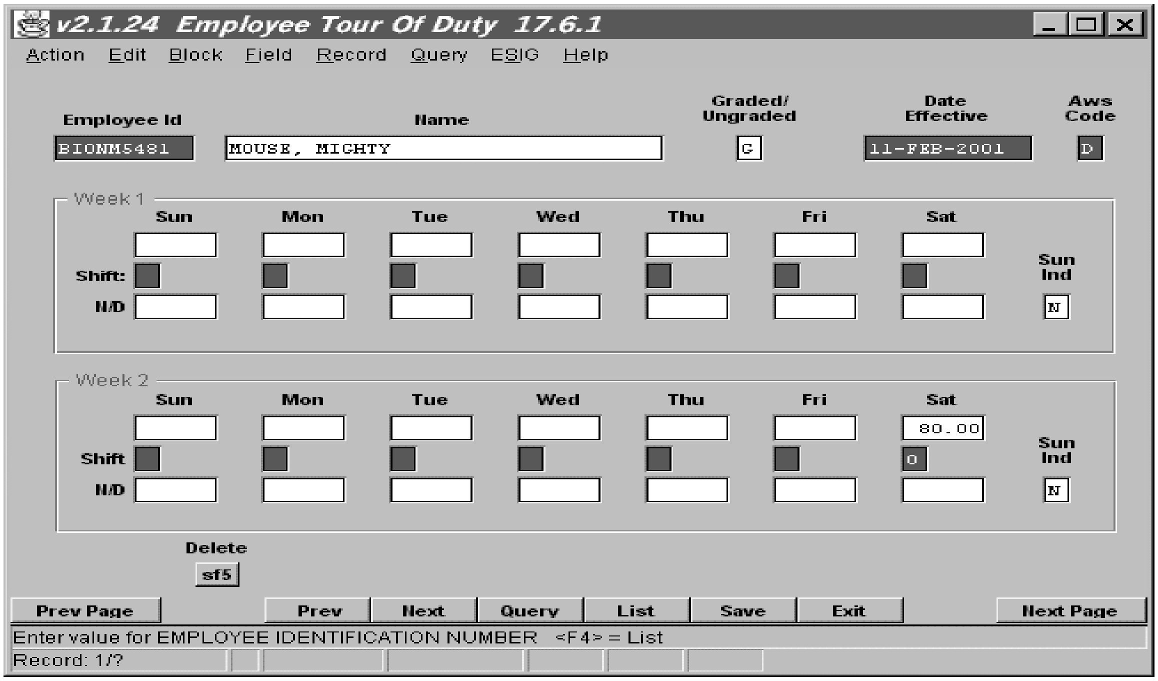
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun Ind
		10.00	10.00	10.00	10.00			
Shift		O	O	O	O			
N/D								N

Enter value for EMPLOYEE IDENTIFICATION NUMBER <F4> = List

Record: 1/?

The employee has a basic work requirement of 40 hours each week and 80 hours biweekly. The number of regular hours each workday must be scheduled. The agency/employee establishes a fixed work schedule limited to four 10 hour days.

Example: **AWS Code "D" - Variable Work Schedule (Activity Request) - F/T Employee**


v2.1.24 Employee Tour Of Duty 17.6.1
Action
Edit
Block
Field
Record
Query
ESIG
Help
Delete
sf5
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Employee Id: BIONM5481
Name: MOUSE, MIGHTY
Graded/ Ungraded: G
Date Effective: 11-FEB-2001
Aws Code: D

Week 1

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun Ind
Shift:								
N/D								N

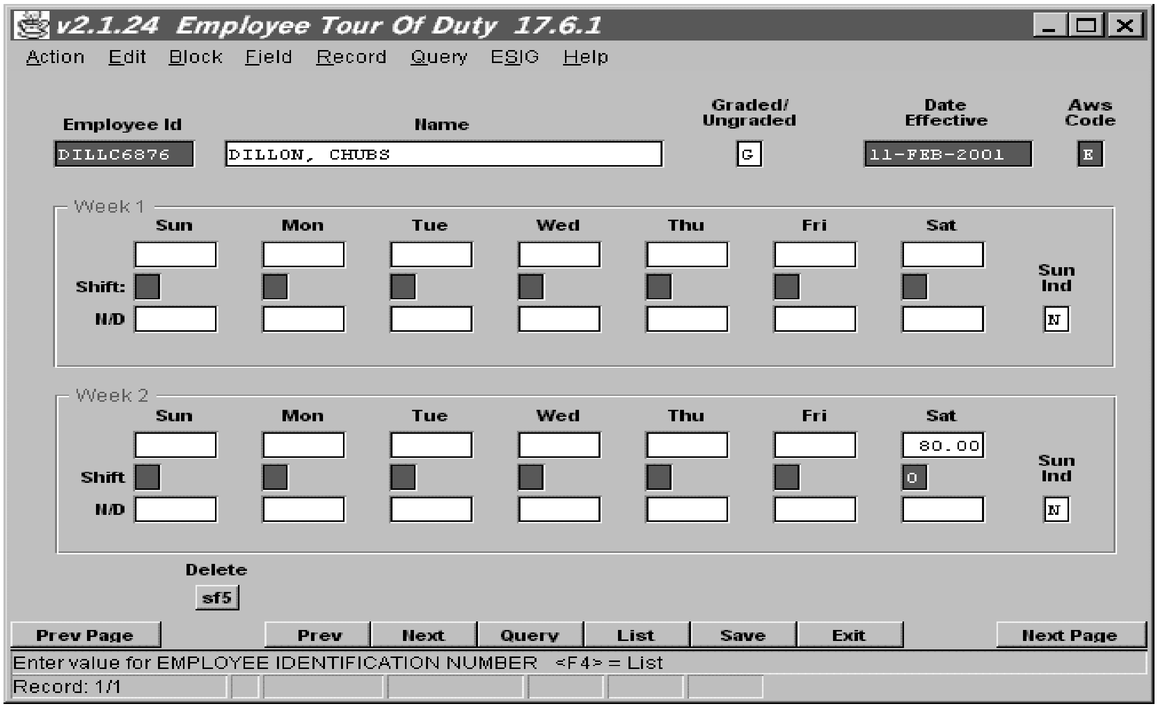
Week 2

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun Ind
							80.00	
Shift							O	
N/D								N

Enter value for EMPLOYEE IDENTIFICATION NUMBER <F4> = List
Record: 1/?

The employee has a basic work requirement of 80 hours biweekly. Employee may vary arrival and departure times and length of workday and workweek without notification. Credit hours may be authorized with this schedule. Regular hours worked in excess of 40 hours a week will be used in calculating the FLSA entitlement. It will be assumed by DCPS that the activity requested the employee to work more than 40 hours in a week. Excess hours should **not** be reported as credit hours. FLSA will be computed on a weekly basis.

Example: **AWS Code "E" - Maxiflex Work Schedule (Activity Request) - F/T Employee**


v2.1.24 Employee Tour Of Duty 17.6.1
Action
Edit
Block
Field
Record
Query
ESIG
Help
Delete
sf5
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Employee Id: DILLC6876
Name: DILLON, CHUBS
Graded/ Ungraded: G
Date Effective: 11-FEB-2001
Aws Code: E

Week 1

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun Ind
Shift:								
N/D								N

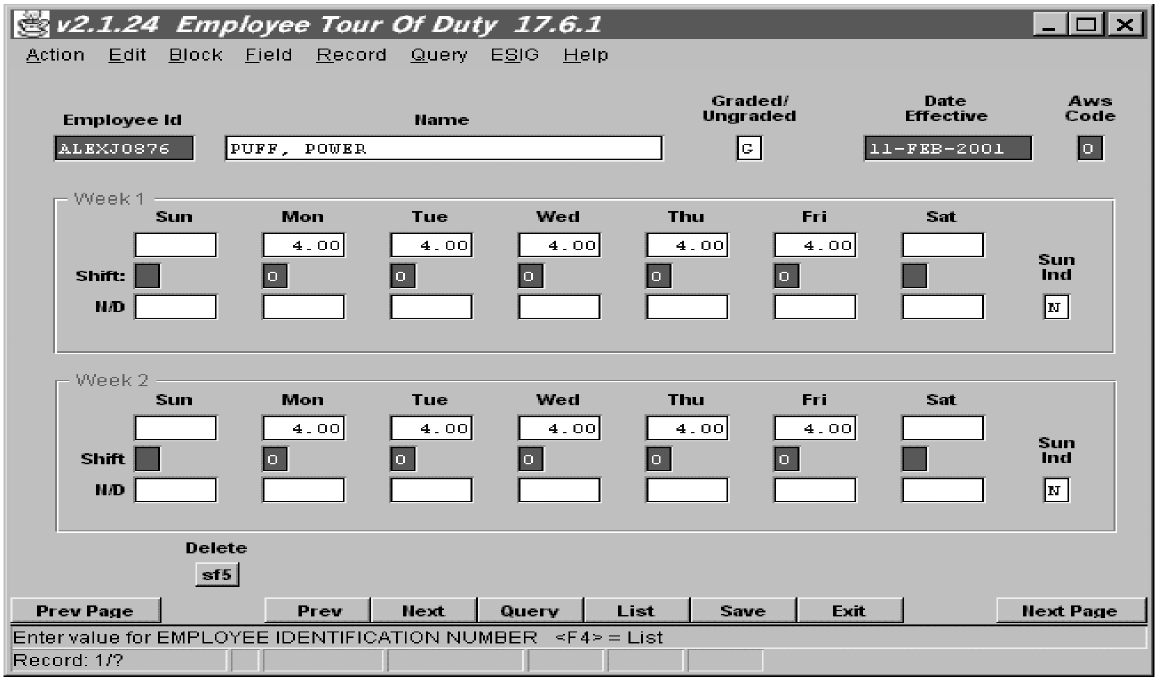
Week 2

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun Ind
							80.00	
Shift							O	
N/D								N

Enter value for EMPLOYEE IDENTIFICATION NUMBER <F4> = List
Record: 1/1

The employee has a basic work requirement of 80 hours biweekly. Employee may work less than 5 days per week and/or less than 10 days during the pay period and may vary arrival and departure times. Core time is required 3 days a week. Credit hours may be authorized for this schedule. Regular hours worked in excess of 40 hours a week will be used in calculating the FLSA entitlement. It will be assumed by DCPS that the activity requested the employee to work more than 40 hours in a week. The excess hours should **not** be reported as credit hours. FLSA will be computed on a weekly basis.

Example: **AWS Code "0" - No AWS - P/T Employee**


v2.1.24 Employee Tour Of Duty 17.6.1
Action Edit Block Field Record Query ESIG Help
Delete
sf5
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Employee Id	Name	Graded/ Ungraded	Date Effective	Aws Code
ALEXJ0876	PUFF, POWER	G	11-FEB-2001	0

Week 1

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun Ind
		4.00	4.00	4.00	4.00	4.00		
Shift:		0	0	0	0	0		
N/D								N

Week 2

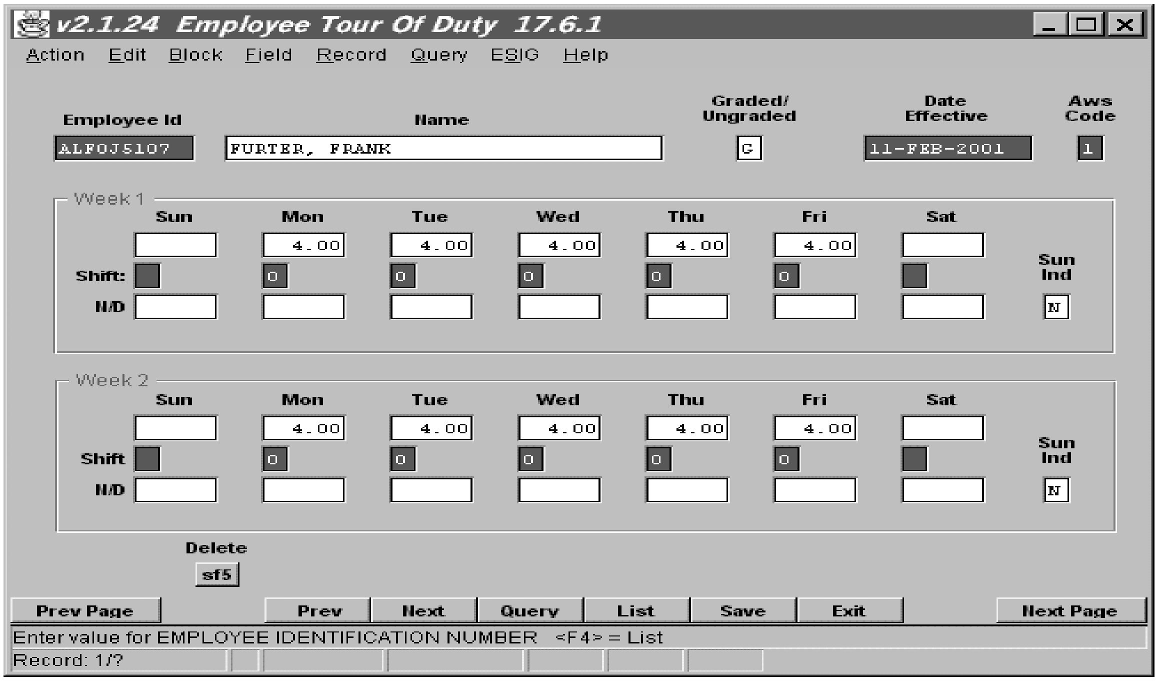
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun Ind
		4.00	4.00	4.00	4.00	4.00		
Shift		0	0	0	0	0		
N/D								N

Enter value for EMPLOYEE IDENTIFICATION NUMBER <F4> = List

Record: 1/?

The employee has a standard five day per week schedule consisting of less than 8 hours per day.

Example: **AWS Code "1" - Flexitour - P/T Employee**


v2.1.24 Employee Tour Of Duty 17.6.1
Action
Edit
Block
Field
Record
Query
ESIG
Help
Delete
sf5
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Employee Id	Name	Graded/ Ungraded	Date Effective	Aws Code
ALF0J5107	FURTER, FRANK	G	11-FEB-2001	1

Week 1

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun Ind
		4.00	4.00	4.00	4.00	4.00		
Shift:		O	O	O	O	O		
N/D								N

Week 2

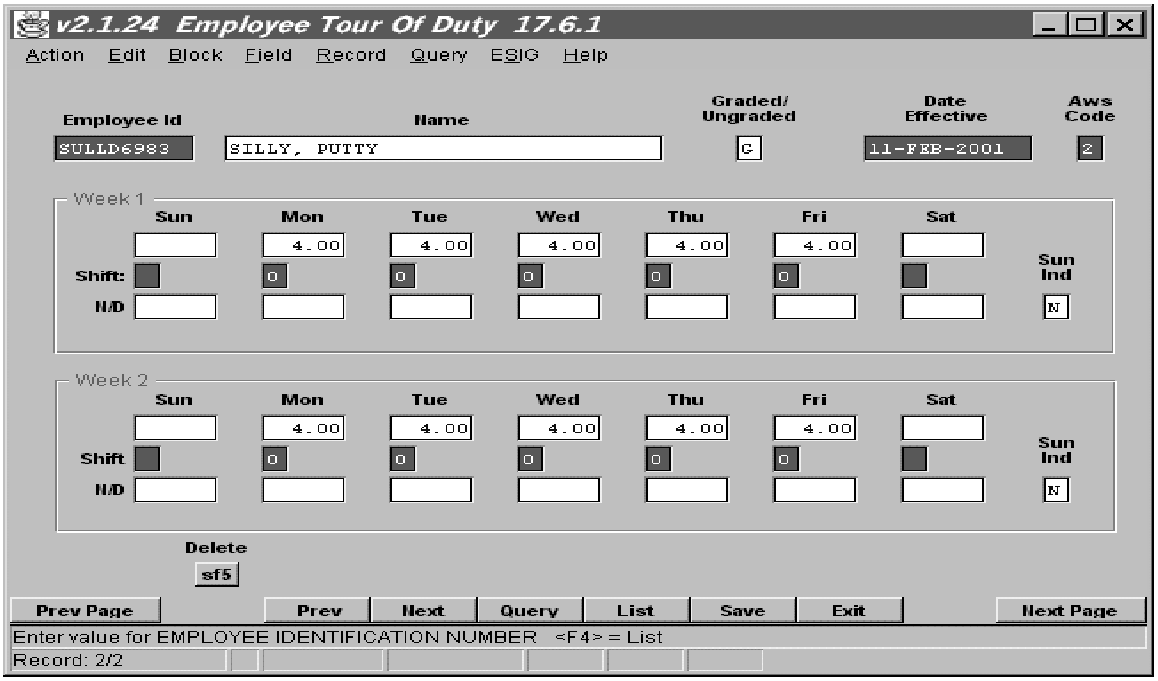
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun Ind
		4.00	4.00	4.00	4.00	4.00		
Shift		O	O	O	O	O		
N/D								N

Enter value for EMPLOYEE IDENTIFICATION NUMBER <F4> = List

Record: 1/?

The employee has a five day per week schedule consisting of less than 8 hours per day. Fixed arrival and departure times have been established. Credit hours may be authorized with this schedule.

Example: **AWS Code "2" - Gliding Schedule - P/T Employee**


v2.1.24 Employee Tour Of Duty 17.6.1
Action
Edit
Block
Field
Record
Query
ESIG
Help
Delete
sf5
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Employee Id	Name	Graded/ Ungraded	Date Effective	Aws Code
SULLD6983	SILLY, PUTTY	G	11-FEB-2001	2

Week 1

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun Ind
		4.00	4.00	4.00	4.00	4.00		
Shift:		O	O	O	O	O		
N/D								N

Week 2

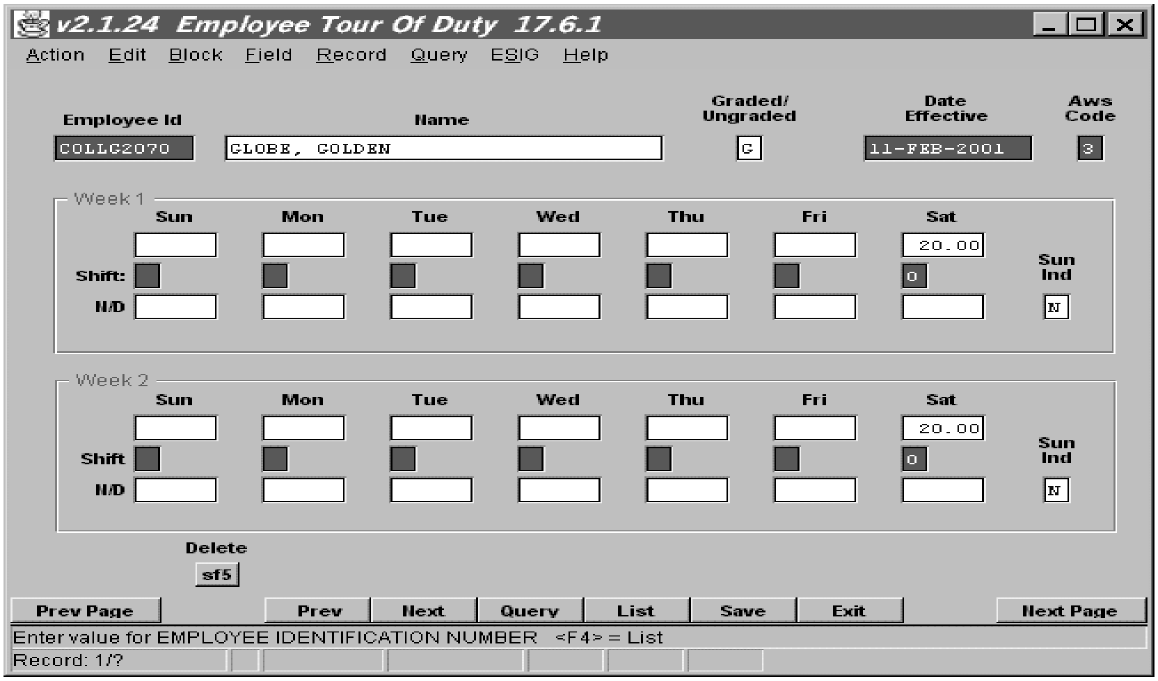
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun Ind
		4.00	4.00	4.00	4.00	4.00		
Shift		O	O	O	O	O		
N/D								N

Enter value for EMPLOYEE IDENTIFICATION NUMBER <F4> = List

Record: 2/2

The employee has a basic work requirement of five days per week consisting of less than 8 hours per day and less than 40 hours each week. Arrival and departure times may vary without notification. Credit hours may be authorized with this schedule.

Example: **AWS Code "3" - Variable Day Schedule - P/T Employee**


v2.1.24 Employee Tour Of Duty 17.6.1
Action
Edit
Block
Field
Record
Query
ESIG
Help
Delete
sf5
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Employee Id	Name	Graded/ Ungraded	Date Effective	Aws Code
COLLG2070	GLOBE, GOLDEN	G	11-FEB-2001	3

Week 1

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun Ind
							20.00	
Shift:							O	
N/D								N

Week 2

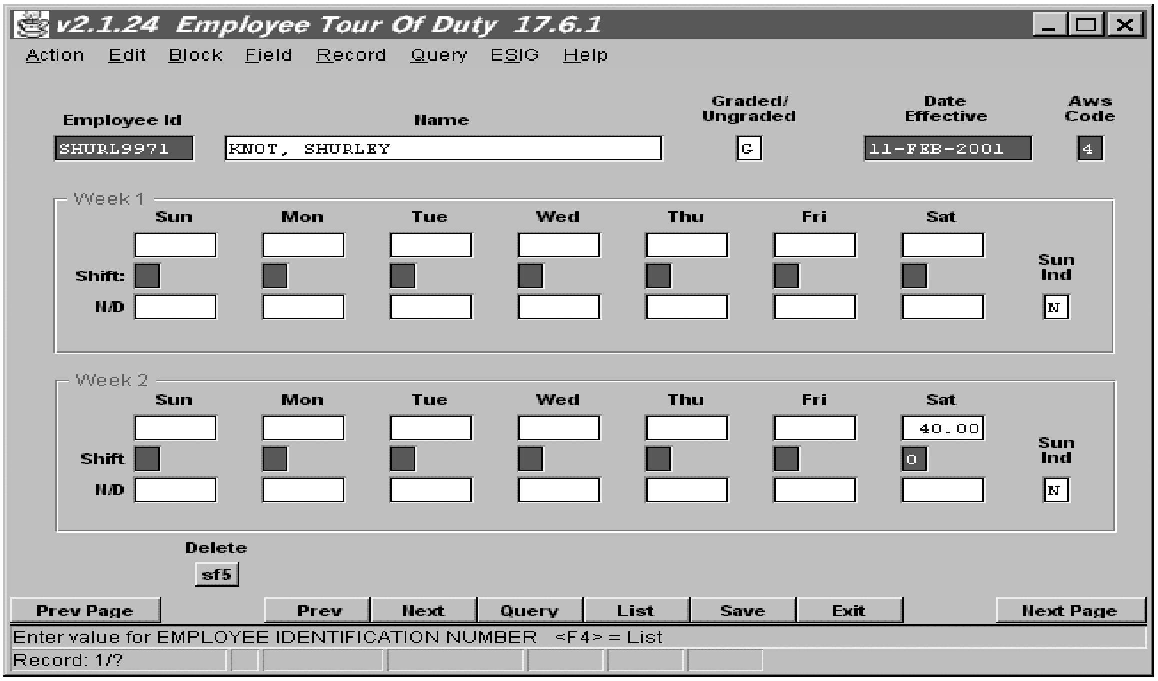
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun Ind
							20.00	
Shift							O	
N/D								N

Enter value for EMPLOYEE IDENTIFICATION NUMBER <F4> = List

Record: 1/?

The employee has a basic work requirement of less than 40 hours each week. Employee may vary arrival and departure times as well as length of workday without notification. Credit hours may be authorized with this schedule.

Example: **AWS Code "4" - Variable Week (Employee Request) P/T Employee**


v2.1.24 Employee Tour Of Duty 17.6.1
Action Edit Block Field Record Query ESIG Help
Week 1
Sun Mon Tue Wed Thu Fri Sat
Shift:
N/D
Week 2
Shift
Delete
sf5
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Employee Id: SHURL9971
Name: KNOT, SHURLEY
Graded/ Ungraded: G
Date Effective: 11-FEB-2001
Aws Code: 4

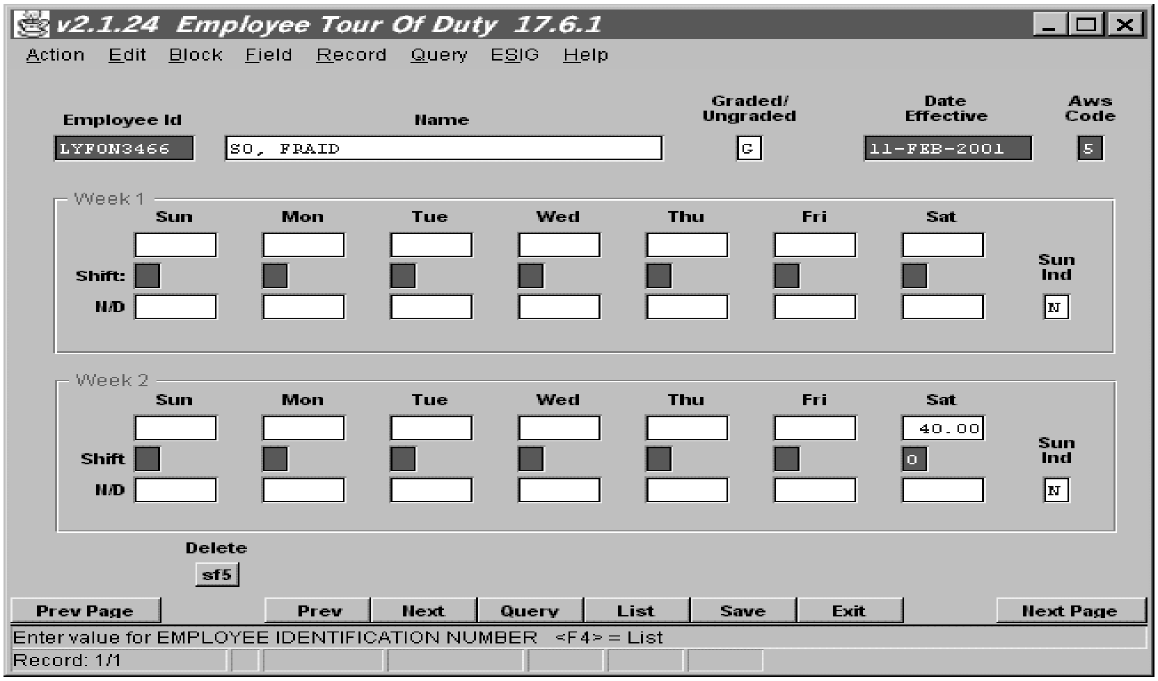
Week 1 Sun Ind: N

Week 2 Sat: 40.00
Week 2 Sat Shift: O
Week 2 Sun Ind: N

Enter value for EMPLOYEE IDENTIFICATION NUMBER <F4> = List
Record: 1/?

The employee has a basic work requirement of less than 80 hours per pay period. Employee may vary arrival and departure times and length of workday and workweek without notification. Credit hours may be authorized with this schedule. Hours worked in excess of 40 hours per week (if any) will be assumed by DCPS to have been at the employee's request and should be reported as credit hours. FLSA will be computed on a biweekly basis.

Example: **AWS Code "5" - Maxiflex Work Schedule (Employee Request) - P/T Employee**


v2.1.24 Employee Tour Of Duty 17.6.1
Action
Edit
Block
Field
Record
Query
ESIG
Help
Week 1
Week 2
Sun
Mon
Tue
Wed
Thu
Fri
Sat
Shift:
N/D
Delete
sf5
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

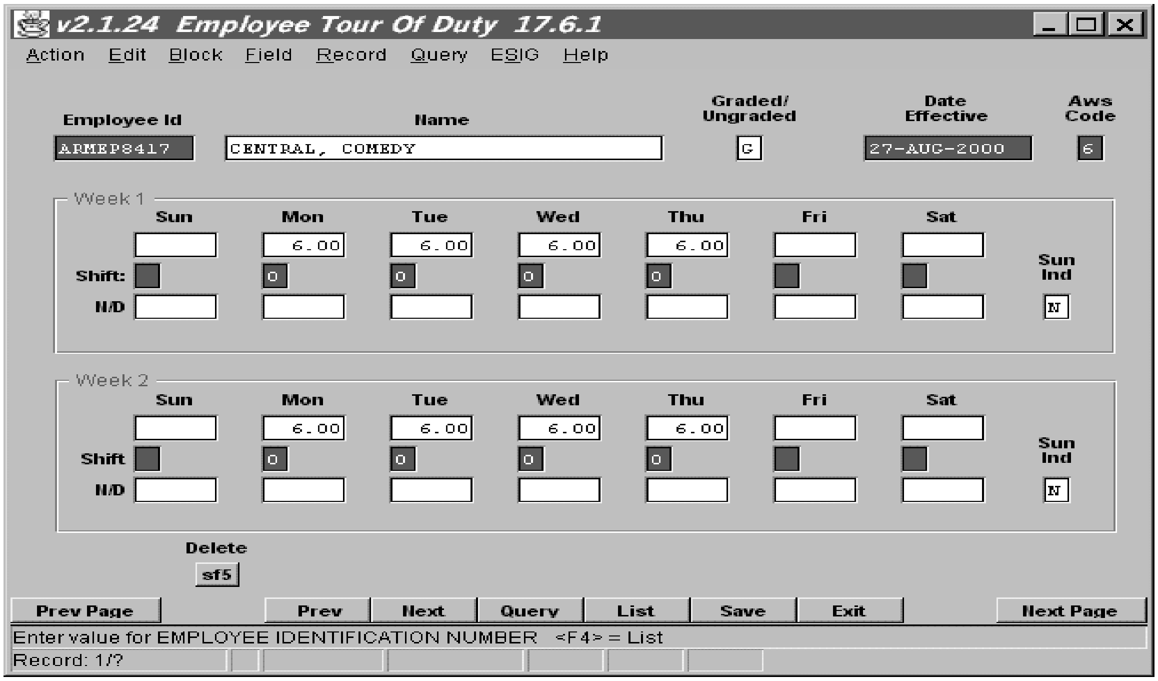
Employee Id: LYFON3466
Name: SO, FRAID
Graded/Ungraded: G
Date Effective: 11-FEB-2001
Aws Code: 5

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun Ind
Week 1								N
Week 1 Shift								
Week 2							40.00	N
Week 2 Shift							O	

Enter value for EMPLOYEE IDENTIFICATION NUMBER <F4> = List
Record: 1/1

The employee has a basic work requirement of less than 80 hours per pay period. Employee may work less than 5 days per week and/or less than 10 days during the biweekly pay period. Employee may vary arrival and departure times without notification. Core time is required 3 days per week and credit hours may be authorized for this schedule. Hours worked in excess of 40 hours a week (if any) will be assumed by DCPS to have been at the employee's request and should be reported as credit hours. FLSA will be computed on a biweekly basis.

Example: **AWS Code "6" - Compressed Work Schedule - P/T Employee**


v2.1.24 Employee Tour Of Duty 17.6.1
Action
Edit
Block
Field
Record
Query
ESIG
Help
Delete
sf5
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Employee Id	Name	Graded/ Ungraded	Date Effective	Aws Code
ARMEP8417	CENTRAL, COMEDY	G	27-AUG-2000	6

Week 1

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun Ind
		6.00	6.00	6.00	6.00			
Shift:		O	O	O	O			
N/D								N

Week 2

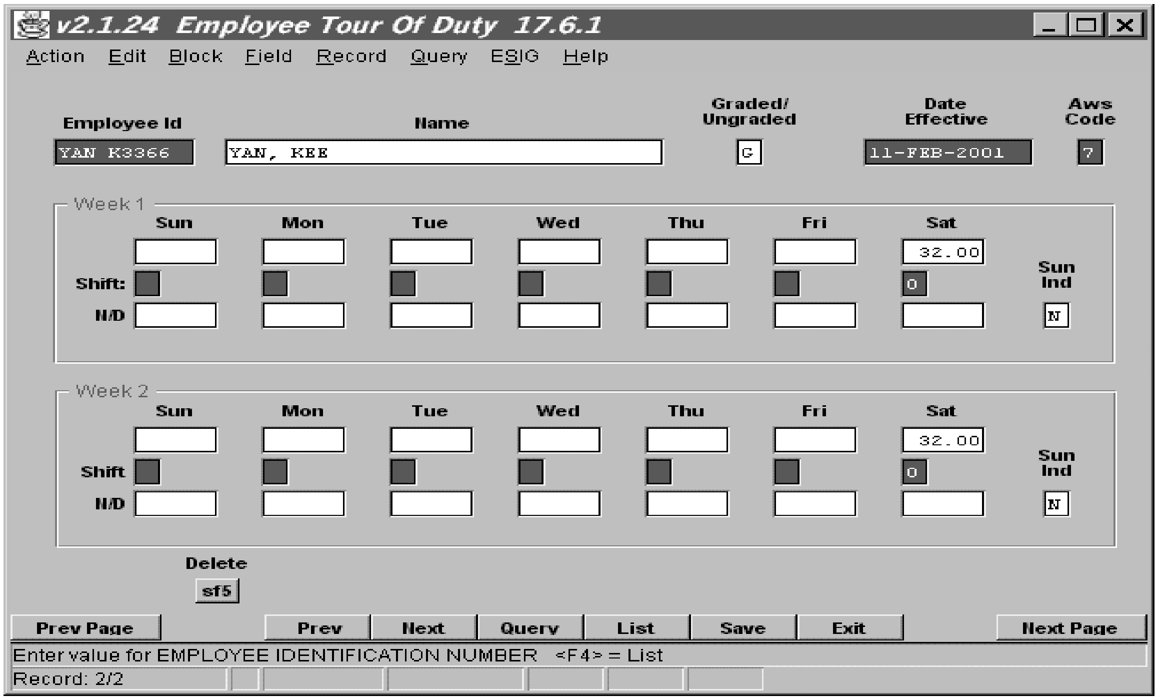
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun Ind
		6.00	6.00	6.00	6.00			
Shift		O	O	O	O			
N/D								N

Enter value for EMPLOYEE IDENTIFICATION NUMBER <F4> = List

Record: 1/?

The employee has a basic work requirement of less than 80 hours per pay period. The number of hours in a week may vary, but the number of hours each workday must be scheduled. FLSA will be computed on a biweekly basis.

Example: **AWS Code "7" - First Forty - P/T Employee**


v2.1.24 Employee Tour Of Duty 17.6.1
Action
Edit
Block
Field
Record
Query
ESIG
Help
Delete
sf5
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Employee Id	Name	Graded/ Ungraded	Date Effective	Aws Code
YAN K3366	YAN, KEE	G	11-FEB-2001	7

Week 1

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun Ind
							32.00	
Shift:							0	
N/D								N

Week 2

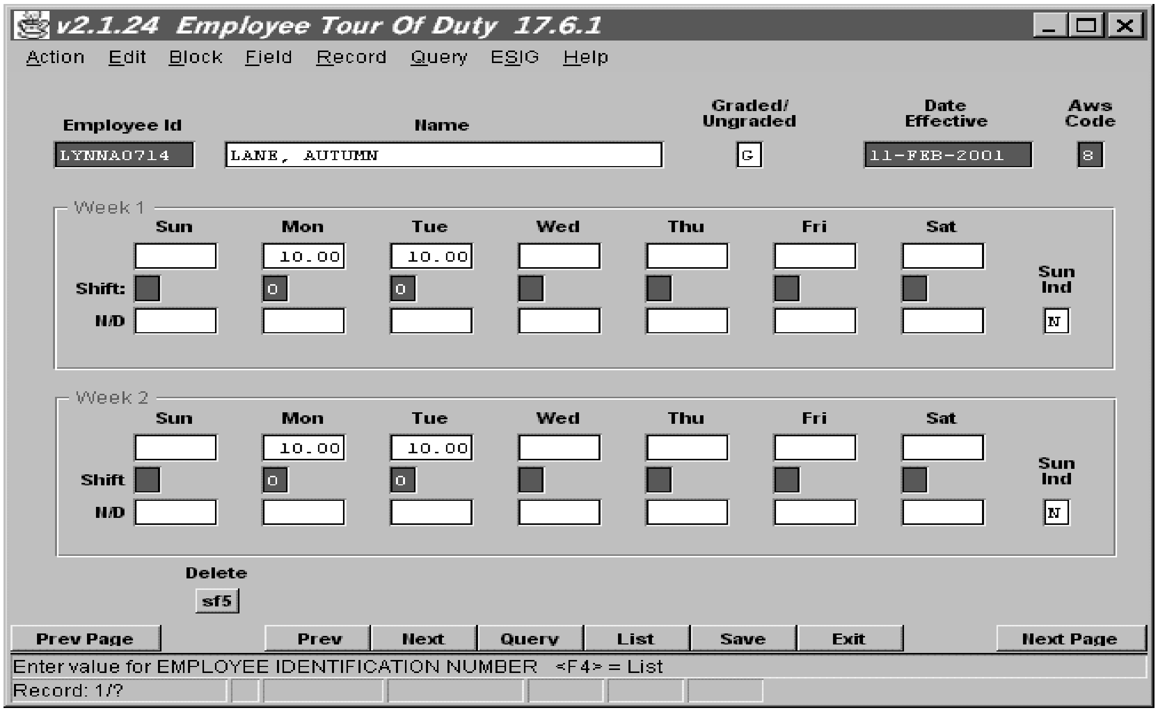
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun Ind
							32.00	
Shift							0	
N/D								N

Enter value for EMPLOYEE IDENTIFICATION NUMBER <F4> = List

Record: 2/2

The employee has a basic work requirement of less than 40 hours per week and 80 hours per pay period. The number of hours per day may vary.

Example: **AWS Code "8" - Compressed Work Schedule (40 Hours Weekly) - P/T Employee**


v2.1.24 Employee Tour Of Duty 17.6.1
Action
Edit
Block
Field
Record
Query
ESIG
Help
Delete
sf5
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Employee Id: LYNNA0714
Name: LANE, AUTUMN
Graded/ Ungraded: G
Date Effective: 11-FEB-2001
Aws Code: 8

Week 1

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun Ind
		10.00	10.00					
Shift:		O	O					
N/D								N

Week 2

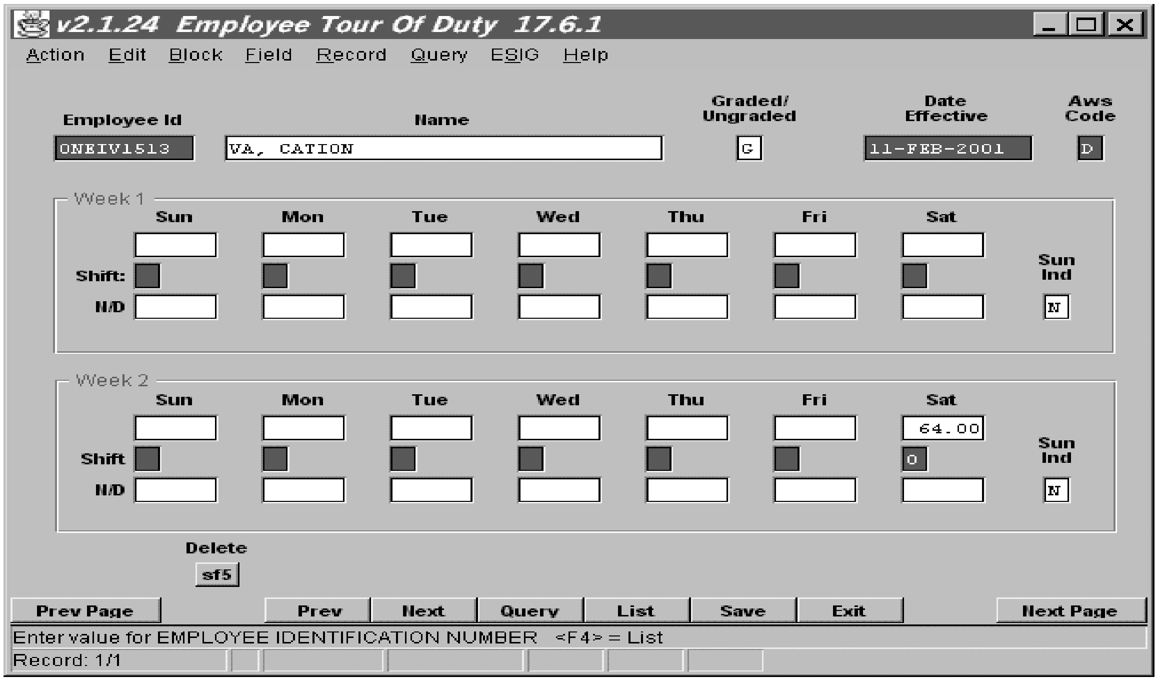
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun Ind
		10.00	10.00					
Shift		O	O					
N/D								N

Enter value for EMPLOYEE IDENTIFICATION NUMBER <F4> = List

Record: 1/?

The employee has a basic work requirement of less than 40 hours each week and 80 hours biweekly. The number of regular hours each workday must be scheduled. The agency/employee establishes a fixed work schedule.

Example: **AWS Code "D" - Variable Work Schedule (Activity Request) - P/T Employee**


v2.1.24 Employee Tour Of Duty 17.6.1
Action Edit Block Field Record Query ESIG Help
Week 1
Sun Mon Tue Wed Thu Fri Sat
Shift:
N/D
Week 2
Sun Mon Tue Wed Thu Fri Sat
Shift
N/D
Delete
sf5
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Employee Id: ONEIV1513
Name: VA, CATION
Graded/ Ungraded: G
Date Effective: 11-FEB-2001
Aws Code: D

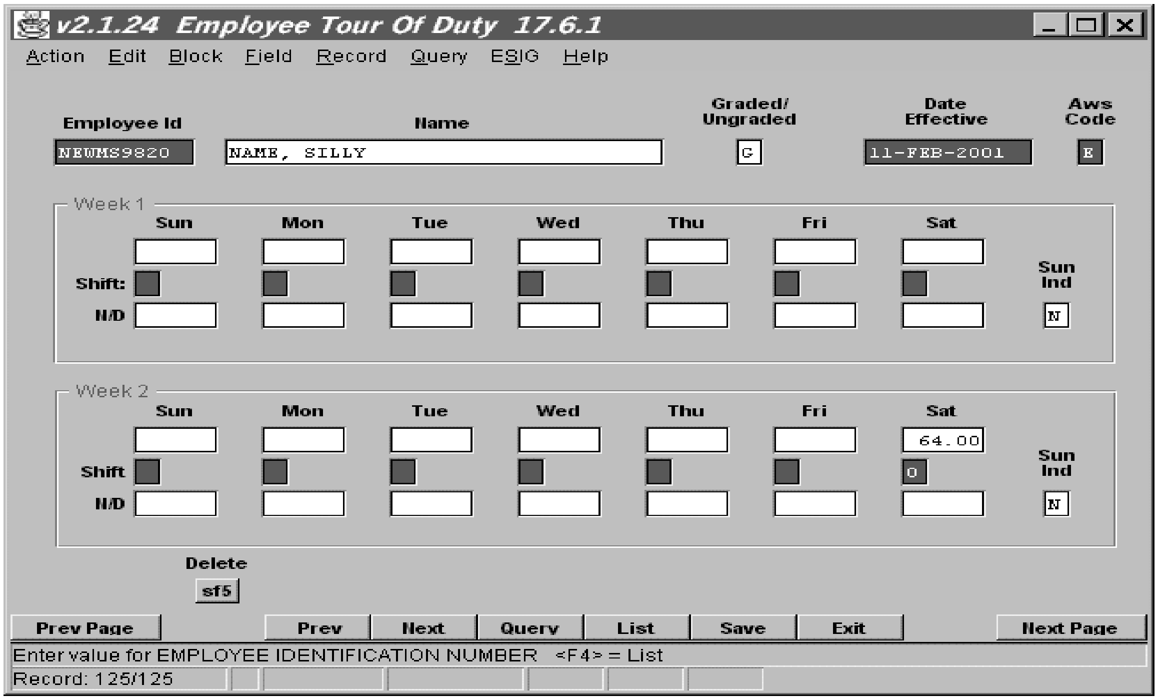
Week 1 Sun Ind: N

Week 2 Sat: 64.00
Week 2 Sat Shift: O
Week 2 Sun Ind: N

Enter value for EMPLOYEE IDENTIFICATION NUMBER <F4> = List
Record: 1/1

The employee has a basic work requirement of less than 80 hours biweekly. Employee may vary arrival and departure times and length of workday and workweek without notification. Credit hours may be authorized with this schedule. Regular hours worked in excess of 40 hours a week (if any) will be used in calculating the FLSA entitlement. It will be assumed by DCPS that the activity requested the employee to work more than 40 hours in a week. Excess hours should **not** be reported as credit hours. FLSA will be computed on a weekly basis.

Example: **AWS Code "E" - Maxiflex Work Schedule (Activity Request) - P/T Employee**


v2.1.24 Employee Tour Of Duty 17.6.1
Action
Edit
Block
Field
Record
Query
ESIG
Help
Week 1
Sun
Mon
Tue
Wed
Thu
Fri
Sat
Shift:
N/D
Week 2
Shift
Delete
sf5
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Employee Id: NEWMS9820
Name: NAME, SILLY
Graded/Ungraded: G
Date Effective: 11-FEB-2001
Aws Code: E

Week 1 Sun Ind: N

Week 2 Sat: 64.00
Week 2 Sat Shift: O
Week 2 Sun Ind: N

Enter value for EMPLOYEE IDENTIFICATION NUMBER <F4> = List
Record: 125/125

The employee has a basic work requirement of less than 80 hours biweekly. Employee may work less than 5 days per week and/or less than 10 days during the pay period and may vary arrival and departure times. Core time is required 3 days a week. Credit hours may be authorized for the schedule. Regular hours worked in excess of 40 hours a week (if any) will be used in calculating the FLSA entitlement. It will be assumed by DCPS that the activity requested the employee to work more than 40 hours in a week. The excess hours should **not** be reported as credit hours. FLSA will be computed on a weekly basis.

4.1.3 EMPLOYEE WORK DAY

SCREENS

Employee Work Day
(Screen 17.4.1)

PURPOSE

This screen establishes and allows modifications to an employee's T&A status, default charge code, and repeating schedule or rotating shift hours. Changes to these data fields are transmitted electronically to DCPS each pay period.

HOW TO GET THERE

From the Main Menu, select:

- Financial Management Functions
  - Financial Management
    - Labor/Payroll
      - Timekeeper Functions
        - Employee Work Day Change

or

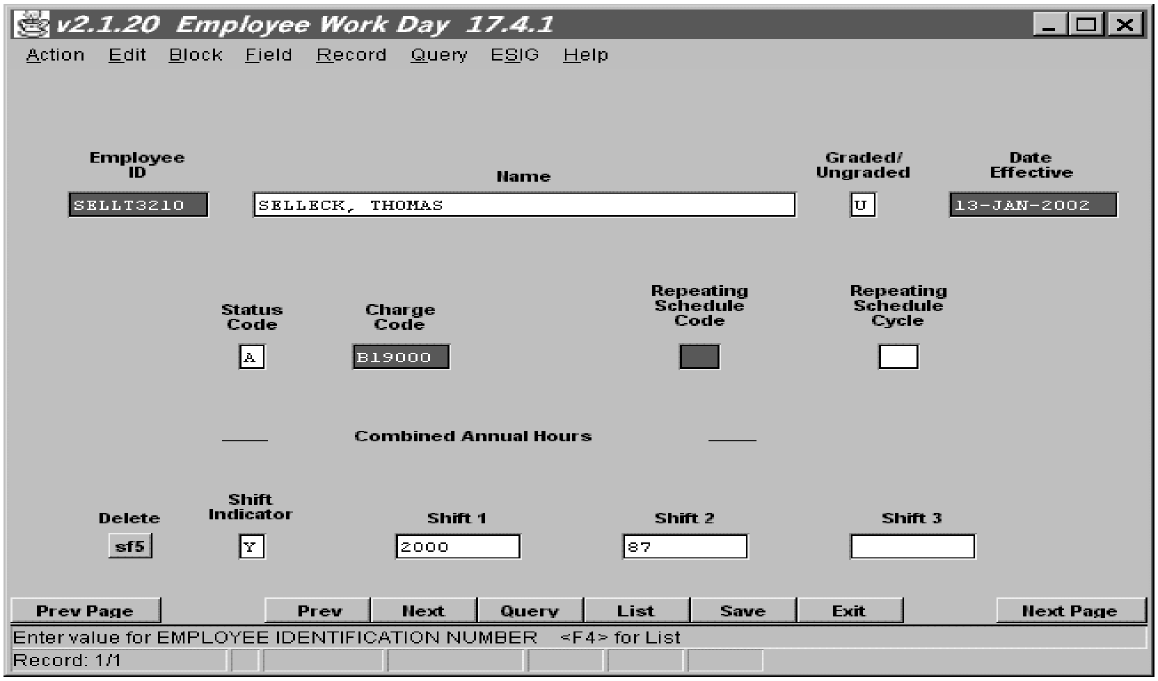
Enter screen number 17.4.1.

TIPS

- When an employee transfers or separates from the Corps, the pending separation code "P" must be entered to prevent continuation of pay in DCPS.

- The entry of a default charge code will cause T&A data to be forecast in the timekeeper's data entry screen (17.3) for fixed work schedules (0, 1, 2, 6 and 8).

- The delete option is only available to CSRs, and only applies to records in the current or future pay periods.


v2.1.20 Employee Work Day 17.4.1
Action
Edit
Block
Field
Record
Query
ESIG
Help
Combined Annual Hours
Delete
sf5
Repeating Schedule Code
Repeating Schedule Cycle
Shift 3
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Employee ID: SELLT3210
Name: SELLECK, THOMAS
Graded/ Ungraded: U
Date Effective: 13-JAN-2002
Status Code: A
Charge Code: B19000
Shift Indicator: Y
Shift 1: 2000
Shift 2: 87

Enter value for EMPLOYEE IDENTIFICATION NUMBER <F4> for List
Record: 1/1

FIELDS

EMPLOYEE ID	Required. Enter employee's ID number, or press F4 for list. System displays name and graded/ungraded status code.
DATE EFFECTIVE	Required. Enter the date on which the change becomes effective. This is normally the first day of a pay period; however, the effective date for a new, separating or deceased employee should be the first day of duty, date

	of separation or death. (This field may be updated by querying an existing record and changing the date, if the date to be changed falls in the current pay period).
STATUS CODE	Required. Enter "A" for active, "P" for pending separation or "X" for deceased.
CHARGE CODE	Optional. Enter the default labor charge code, or press F4 and select from list. You may leave this field blank if employee typically charges to many different codes, and forecasted T&A data is not desired. (This field may be updated by querying an existing record and changing the charge code.)
REPEATING SCHEDULE CODE	Optional. Enter the alpha code assigned to the repeating work schedule (sometimes referred to as platoon code) by the payroll office.
REPEATING SCHEDULE CYCLE	Optional. Enter the cycle number of the first biweekly rotation.
SHIFT INDICATOR	Required for ungraded employees only. Enter a "Y" if the employee regularly works more than one shift. Otherwise, enter "N".

COMBINED ANNUAL HOURS (Must be completed if shift indicator is "Y".) FEGLI rates are determined based on this data.

SHIFT 1	Enter the estimated number of hours per year that the employee works the first shift.
SHIFT 2	Enter the estimated number of hours per year that the employee works the second shift.
SHIFT 3	Enter the estimated number of hours per year that the employee works the third shift.

NOTE: Combined hours (all shifts) must total 2087.

WHAT TO DO NEXT

Select <Save> to commit, or <Exit> to return to previous screen.

4.1.4 ROTATING TOUR OF DUTY

SCREENS

Rotating Tour of Duty
(Screen 17.2.1)

PURPOSE

This screen is used to establish rotating work schedules within CEFMS. This data must agree with the rotating schedules created in DCPS by the payroll office. Each pay period schedules automatically advance to the next rotation. Rotating schedules may be advantageous for any employee who regularly changes TODs on a predetermined basis.

HOW TO GET THERE

From the Main Menu, select:

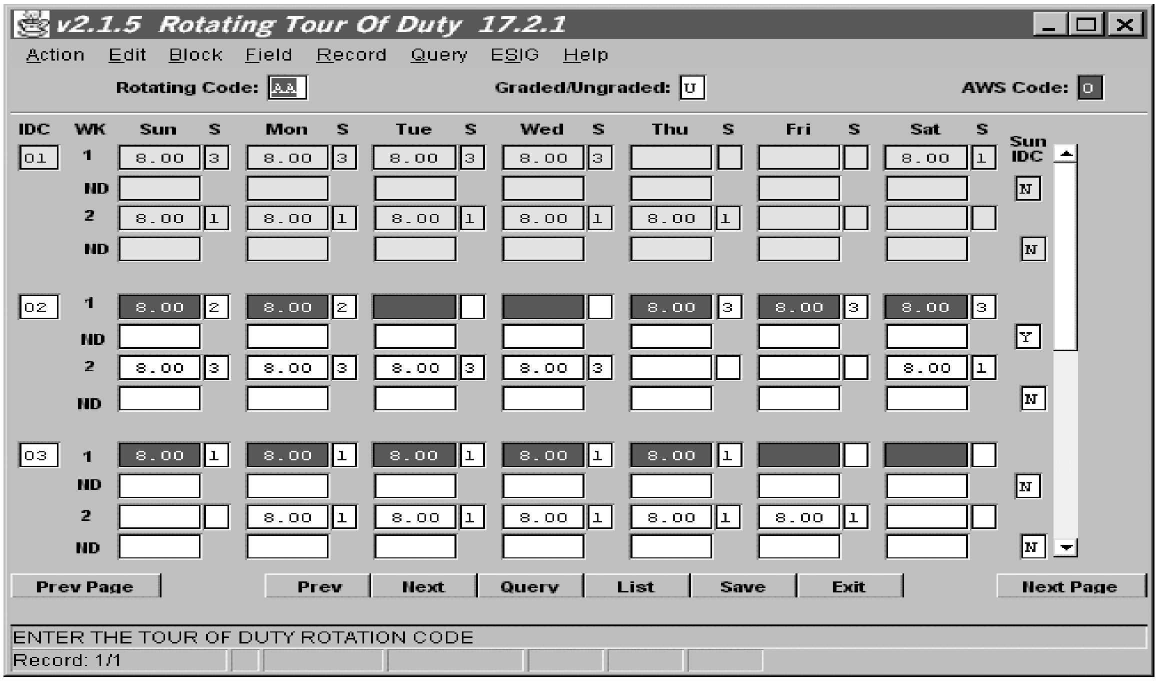
- Financial Management Functions
  - Financial Management
    - Labor/Payroll
      - Timekeeper Functions
        - Rotating Tour of Duty

or

Enter screen number 17.2.1.

TIPS

DCPS data or rotating schedule must be available prior to completing this record.


v2.1.5 Rotating Tour Of Duty 17.2.1
Action
Edit
Block
Field
Record
Query
ESIG
Help
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Rotating Code: AA Graded/Ungraded: U AWS Code: 0

IDC	WK	Sun	S	Mon	S	Tue	S	Wed	S	Thu	S	Fri	S	Sat	S	Sun IDC
01	1	8.00	3	8.00	3	8.00	3	8.00	3					8.00	1	
	ND															N
	2	8.00	1	8.00	1	8.00	1	8.00	1	8.00	1					
	ND															N
02	1	8.00	2	8.00	2					8.00	3	8.00	3	8.00	3	
	ND															Y
	2	8.00	3	8.00	3	8.00	3	8.00	3					8.00	1	
	ND															N
03	1	8.00	1	8.00	1	8.00	1	8.00	1	8.00	1					
	ND															N
	2			8.00	1	8.00	1	8.00	1	8.00	1	8.00	1			
	ND															N

ENTER THE TOUR OF DUTY ROTATION CODE

Record: 1/1

FIELDS

ROTATING CODE	Required. Enter the alpha code assigned to this rotating TOD by the payroll office.
GRADED/ UNGRADED	Required. Enter a "G" or "U". This code identifies whether the rotating schedule applies to graded or ungraded employees.
AWS CODE	Required. Enter the AWS code for any fixed work schedule or press F4 for list of valid codes. Fixed work

	schedule codes are 0, 1, 2, 6, and 8. Then press <PgDn> to continue.
IDC	Required. Enter the beginning cycle number of the rotating work schedule.
WK 1	Required. Enter the number of hours and shift code for the first week of the cycle.
ND	Optional. Enter the number of scheduled night differential hours for the first week of the cycle.
SUN IDC	Required. Enter "Y" to indicate eligibility for Sunday premium pay for Saturday work extending past midnight. Ungraded employees with the exception of power plant workers must be assigned to the 2nd or 3rd shift. Graded employees must have scheduled night differential hours.
WK 2	Required. Enter the number of hours and shift code for the second week of the cycle.
ND	Optional. Enter the number of scheduled night differential hours for the second week of the cycle.
SUN IDC	Required. Enter "Y" to indicate eligibility for Sunday premium pay for Saturday work extending past midnight. Ungraded employees, with the exception of power plant workers, must be assigned to the 2nd or 3rd shift. Graded employees must have scheduled night differential hours. Press the down arrow key to advance to the next cycle.

IDC	Required. Enter the next cycle number of the rotating work schedule. Follow instructions for fields beginning with WK1 and ending with SUN IDC for WK2. Continue in this fashion until all cycles have been entered.

WHAT TO DO NEXT

Select <Save> to commit, or <Exit> to return to previous screen.

4.2 DATA ENTRY

INTRODUCTION

The process with which the CSR opens a new pay period also creates a template for the period, based on predetermined work schedules, default labor charge codes and available funding. When system generated data is present, timekeepers are required only to enter the exceptions which may arise during the period.

TOD edits are performed to validate T&A and ensure data is in agreement with work schedules. Sample posting entries and a discussion of end of month (EOM) labor processing are presented in this section.

SCREENS

Timekeeper Entry
(Screen 17.3)

Tour of Duty Edits
(Screen 17.12)

Prior Period Correction
(Screen 9.1.3)

Previous Pay Period Tour of Duty Edits
(Screen 9.1.6)

4.2.1 TIMEKEEPER ENTRY (CURRENT PERIOD)

SCREENS

Timekeeper Entry
(Screen 17.3)

PURPOSE

This screen is available to timekeepers for input of current period T&A data. At the beginning of each pay period a template may be created from work schedule data. Timekeepers then enter exceptions, and add remarks as required. If no template is generated, timekeepers must enter time for each scheduled workday.

HOW TO GET THERE

From the Main Menu, select:

- Financial Management Functions
  - Financial Management
    - Labor/Payroll
      - Timekeeper Functions
        - T & A - Current Period

or

Enter screen number 17.3.

TIPS

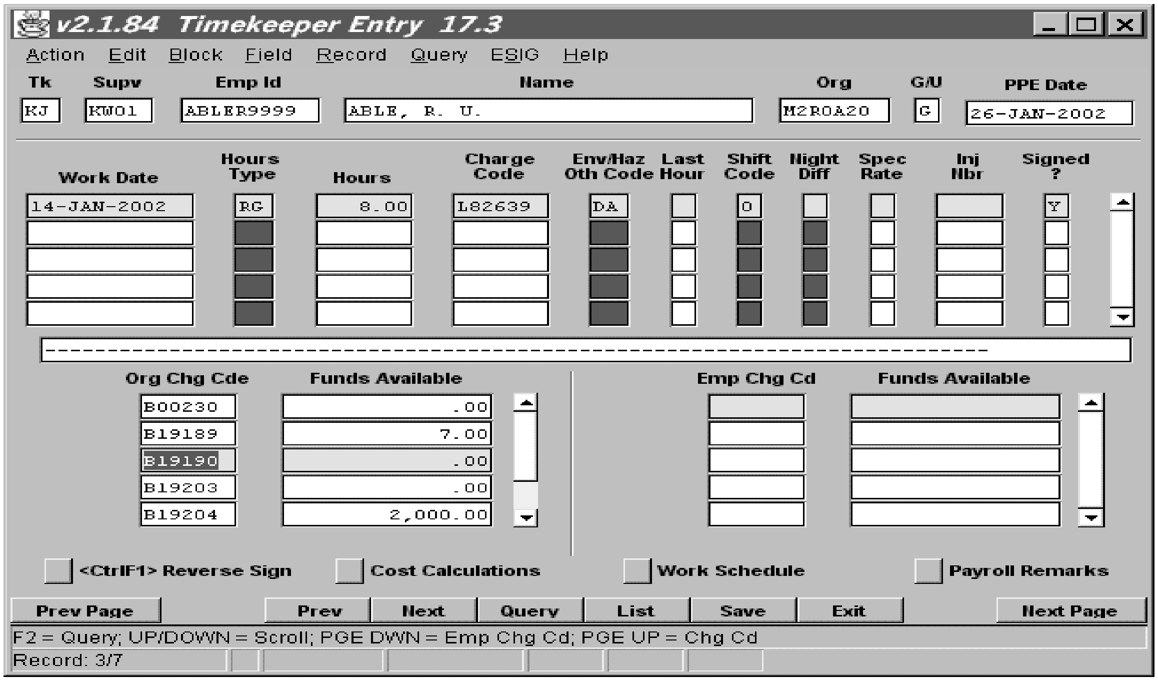
- Press <PgDn> to advance cursor to the next block and <PgUp> to return to preceding block.

- To duplicate a previous entry press F9, then F7. Change desired field(s), and select <Save> to commit.

- <Ctrl F1> is used to reverse an entry which has been electronically signed by a supervisor. It can be used if a timekeeper has completed her TOD edits through the end of the month, but not through the end of the pay period.

- New employees may be added to CEFMS via the personnel interface or data manager screen 10.47. These employees will appear on the Timekeeper Entry screen when the proper timekeeper code has been entered on the employee record.

- The status code of a terminating employee should be changed on Employee Work Day (Screen 17.4.1). See Section 4.1.3 for details.


v2.1.84 Timekeeper Entry 17.3
Action
Edit
Block
Field
Record
Query
ESIG
Help
<CtrlF1> Reverse Sign
Cost Calculations
Work Schedule
Payroll Remarks
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Tk	Supv	Emp Id	Name	Org	G/U	PPE Date
KJ	KW01	ABLER9999	ABLE, R. U.	M2R0A20	G	26-JAN-2002

Work Date	Hours Type	Hours	Charge Code	Env/Haz Oth Code	Last Hour	Shift Code	Night Diff	Spec Rate	Inj Nbr	Signed ?
14-JAN-2002	RG	8.00	L82639	DA		O				Y

Org Chg Cde	Funds Available
B00230	.00
B19189	7.00
B19190	.00
B19203	.00
B19204	2,000.00

Emp Chg Cd	Funds Available

F2 = Query; UP/DOWN = Scroll; PGE DWN = Emp Chg Cd; PGE UP = Chg Cd

Record: 3/7

FIELDS

BLOCK 1	Enter timekeeper code, supervisor code, or employee ID number. Then

	press F3 to execute query. System populates timekeeper code, supervisor code, employee ID and name, organization code, graded/ungraded indicator and pay period end date.
SUPV	Generated. This field is populated by the system; however, a timekeeper may change the supervisor code if necessary. Press F4 for list of valid supervisor codes, select the correct code and select <Save> to commit the change.
	Press <PgDn> to advance cursor to the next block.
BLOCK 2	
WORK DATE	Required. Work dates may be changed, added or deleted as required. Select <Cost Calculations> or press <PgDn> from this field to view costing information. Select <Exit> to return cursor to work date field.
HOURS TYPE	Required. Enter or change data by inputting a valid hours type code, or press F4 for a list. To perform query on hours type code or description, press F2, enter the search criteria and press F3 . <Enter> returns selection.
HOURS	Required. Enter the number of applicable hours. Partial hours are accepted in ¼ hour increments; that is, .25, .50, .75. Select <Work Schedule> or press <PgDn> from this field to view employee's current

	work schedule. Select <Exit> to return cursor to the hours field.
CHARGE CODE	Required. Enter the appropriate labor charge code. Valid charge codes are those authorized by a manager and having sufficient funding to cover labor cost. These codes are displayed at the bottom of the screen. To view additional charge codes, press <PgDn> to advance cursor to the next block, and then press the down arrow key. <PgUp> returns cursor to the charge code field. Press <Ctrl F1> or select <Payroll Remarks> to enter payroll remarks. Select <Exit> to return to previous screen.
ENV/HAZ OTH CDE	Optional. Enter a code for the type of environmental/hazardous work performed. This field is also used to identify the type of union representational hours, or to identify the reason for family leave taken by an employee. Press F4 for list of valid codes. Query may be performed on code or description.
LAST HOUR	Optional. For ungraded employees, only enter a "Y" if environmental or hazardous work was performed on the ***last regularly scheduled hour*** of the pay period.
SHIFT CODE	Generated. (1) For ungraded employees this field may be used as a temporary shift override to an employee's work schedule. A new work schedule should be created, however, when a permanent shift change takes place. (2) For graded

	employees at overseas locations, OCONUS entitlement codes may be used for labor costing purposes. (3) DCPS requires shift code 1 to be used for all power plant employees. The actual shift worked is identified in the hours type field. (4) Shift code 4 is used for rotating shift employees to identify a regular day off (RDO) and for traumatic leave to track leave falling on the employee’s RDO.
NIGHT DIFF	Optional. Enter a "Y" to identify night differential hours for graded employees. An additional premium is payable for ***scheduled*** time worked between 1800 and 0600 hours. Ungraded employees are not eligible for night differential. Night differential hours must be entered on a separate line.
SPEC RATE	Optional. Use this field when an ungraded employee becomes eligible for payment at an alternate rate. Enter a "1" for temporary promotion to foreman or a "2" if the employee is temporarily promoted to working supervisor.
INJ NBR	Optional. Enter the month and day (MMDD) of a traumatic injury. Injury number is to be used with hours type LT (Traumatic Leave).
SIGNED ?	Generated. A system-generated "Y" in this field indicates early labor has been processed in CEFMS for this T&A entry. This data may be corrected prior to the end of the pay period by pressing <Ctrl F1> to reverse entry, then entering the

correct T&A transaction. This option becomes disabled once a timekeeper has approved data through the end of the pay period via Tour of Duty Edits (Screen 17.12).

WHAT TO DO NEXT

Select <Save> to commit, or <Exit> to return to previous screen.

4.2.2 TIME AND ATTENDANCE EXAMPLES

INTRODUCTION

In this section, sample T&A entries are provided to assist timekeepers with posting requirements. Transactions have been grouped into three main categories - leave, overtime/compensatory time and other premium pay.

EXAMPLES

LEAVE

- Family Medical Leave
- Family Friendly Leave
- Restored Annual Leave
- Military Leave
- Traumatic Leave

OVERTIME/COMPENSATORY TIME

- Scheduled
- Unscheduled
- Callback
- Night Differential on Overtime Hours
- Overtime for Part-time Employees

OTHER PREMIUM PAY

- Environmental/Hazard Conditions
- ENV/HAZ Last Hour
- Night Differential
- Night Differential on Paid Leave
- Shift Codes for Ungraded Employees
- Sunday Premium

Family Medical Leave Codes:

DA - Birth of son/daughter or care of newborn
DB - Adoption or foster care
DC - Care for spouse, son, daughter or parent with a serious health condition
DD - Serious health condition of employee

Family medical leave codes will be reported with the applicable leave codes (LS, LA, LB, LG, KA, LQ, LR, CT and CN). Family medical leave codes are posted in the env/haz/oth field along with the applicable leave code (which is posted in the hours type field).

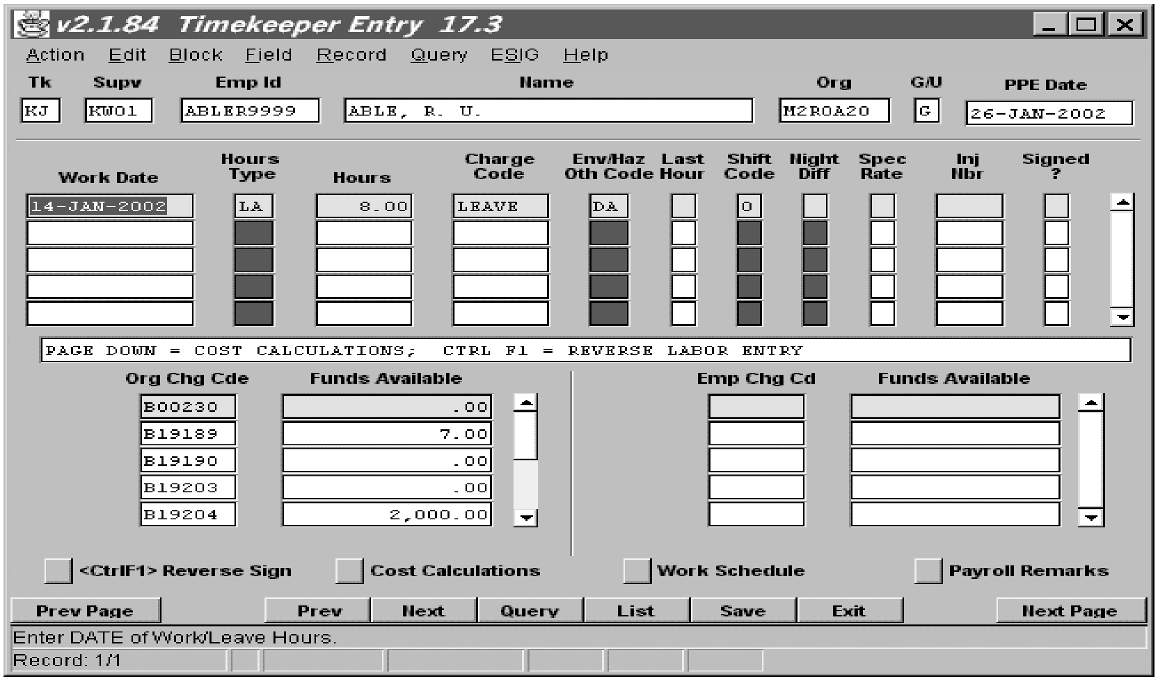
Family Friendly Leave Codes:

DE - FFL Family Care/Bereavement – Sick leave taken to 1) provide care for a family member, 2) make arrangements necessitated by the death of a family member, or attend the funeral of a family member

DF - Sick Leave for Adoption Purposes – Sick leave taken for purposes relating to the adoption of a child

Family friendly leave codes will be reported with the applicable leave codes (LS and LG). Family friendly leave codes are posted in the env/haz/oth field along with the applicable leave code (which is posted in the hours type field).

Example: **Posting Family Medical Leave for Birth of Child**


v2.1.84 Timekeeper Entry 17.3
Action Edit Block Field Record Query ESIG Help
<CtrlF1> Reverse Sign
Cost Calculations
Work Schedule
Payroll Remarks
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Tk: KJ
Supv: KW01
Emp Id: ABLER9999
Name: ABLE, R. U.
Org: M2R0A20
G/U: G
PPE Date: 26-JAN-2002

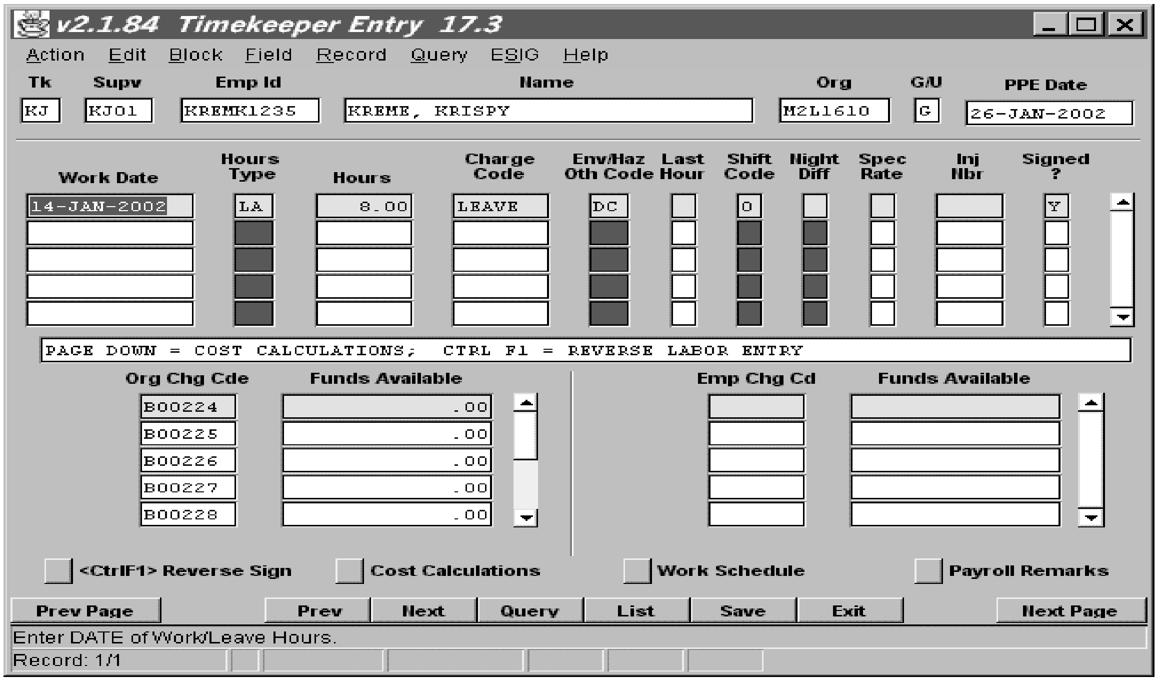
Work Date	Hours Type	Hours	Charge Code	Env/Haz Oth Code	Last Hour	Shift Code	Night Diff	Spec Rate	Inj Nbr	Signed ?
14-JAN-2002	LA	8.00	LEAVE	DA		0				

PAGE DOWN = COST CALCULATIONS; CTRL F1 = REVERSE LABOR ENTRY

Org Chg Cde	Funds Available	Emp Chg Cd	Funds Available
B00230	.00		
B19189	7.00		
B19190	.00		
B19203	.00		
B19204	2,000.00		

Enter DATE of Work/Leave Hours.
Record: 1/1

Example: **Posting Donated Leave for Family Member**


v2.1.84 Timekeeper Entry 17.3
Action
Edit
Block
Field
Record
Query
ESIG
Help
<CtrlF1> Reverse Sign
Cost Calculations
Work Schedule
Payroll Remarks
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Tk	Supv	Emp Id	Name	Org	G/U	PPE Date
KJ	KJ01	KREMK1235	KREME, KRISPY	M2L1610	G	26-JAN-2002

Work Date	Hours Type	Hours	Charge Code	Env/Haz Oth Code	Last Hour	Shift Code	Night Diff	Spec Rate	Inj Nbr	Signed ?
14-JAN-2002	LA	8.00	LEAVE	DC		0				Y

PAGE DOWN = COST CALCULATIONS; CTRL F1 = REVERSE LABOR ENTRY

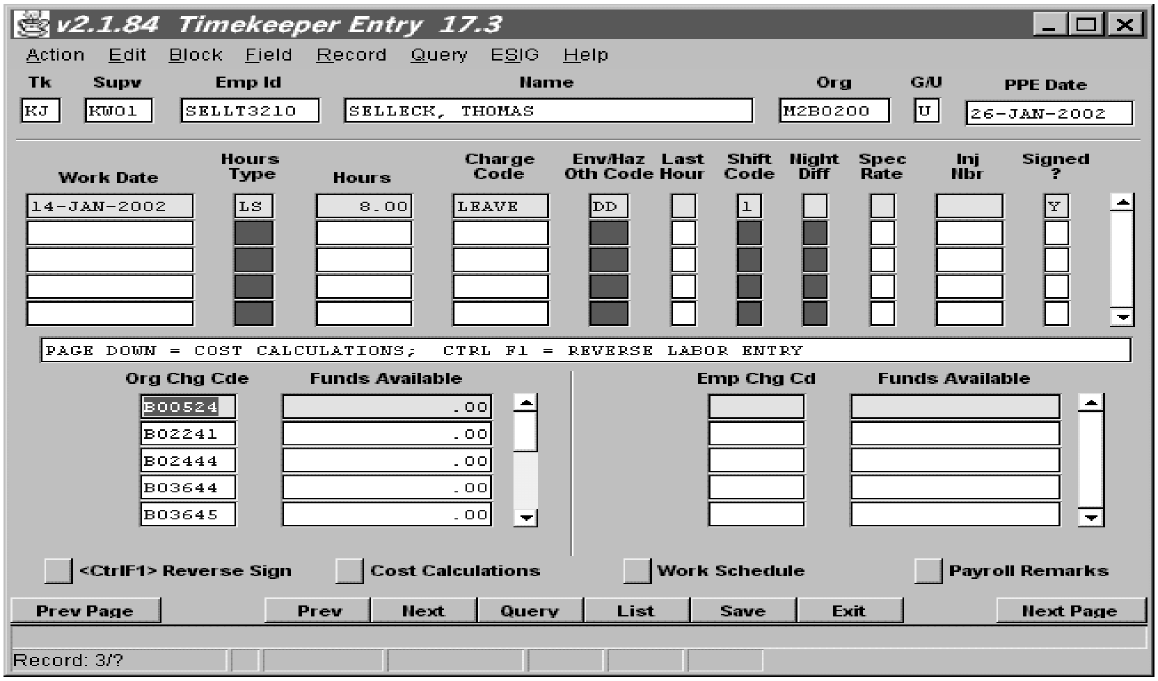
Org Chg Cde	Funds Available	Emp Chg Cd	Funds Available
B00224	.00		
B00225	.00		
B00226	.00		
B00227	.00		
B00228	.00		

Enter DATE of Work/Leave Hours.

Record: 1/1

Post donated leave as "LA" along with the applicable family medical leave code. DCPS will convert to donated leave.

Example: **Posting Donated Leave for Self**


v2.1.84 Timekeeper Entry 17.3
Action
Edit
Block
Field
Record
Query
ESIG
Help
<CtrlF1> Reverse Sign
Cost Calculations
Work Schedule
Payroll Remarks
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Tk	Supv	Emp Id	Name	Org	G/U	PPE Date
KJ	KW01	SELLT3210	SELLECK, THOMAS	M2B0200	U	26-JAN-2002

Work Date	Hours Type	Hours	Charge Code	Env/Haz Oth Code	Last Hour	Shift Code	Night Diff	Spec Rate	Inj Nbr	Signed ?
14-JAN-2002	LS	8.00	LEAVE	DD		1				Y

PAGE DOWN = COST CALCULATIONS; CTRL F1 = REVERSE LABOR ENTRY

Org Chg Cde	Funds Available	Emp Chg Cd	Funds Available
B00524	.00		
B02241	.00		
B02444	.00		
B03644	.00		
B03645	.00		

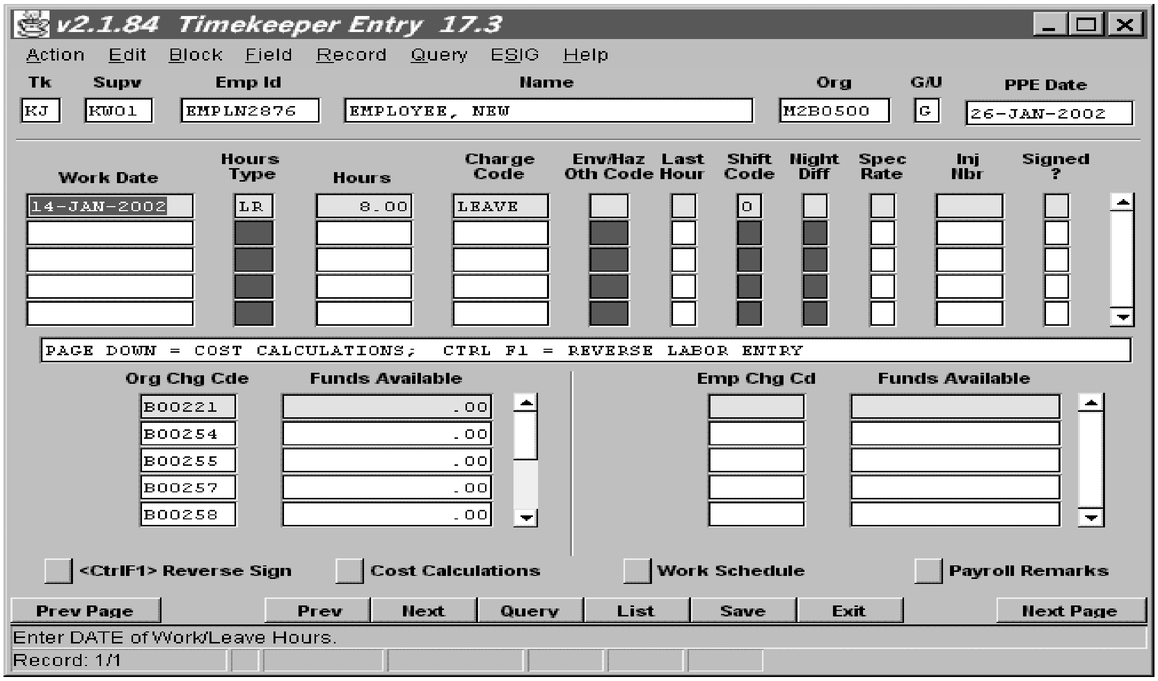
Record: 3/?

When donated leave is for a serious illness of the employee, use hours type "LS" along with family medical leave code "DD". DCPS will convert to annual or donated annual leave when sick leave hours are depleted.

RESTORED ANNUAL LEAVE

Three restored annual leave accounts are available within DCPS to track leave balance from three consecutive leave years. An unused leave balance in the oldest account is forfeited at the close of the leave year. Therefore, restored leave in the oldest account should be used first. This account is identified by hours type "LR". Hours type "LQ" identifies the next oldest account while "LP" is used for the most recent leave account.

Example: **Posting Restored Annual Leave**


v2.1.84 Timekeeper Entry 17.3
Action Edit Block Field Record Query ESIG Help
<CtrlF1> Reverse Sign
Cost Calculations
Work Schedule
Payroll Remarks
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Tk	Supv	Emp Id	Name	Org	G/U	PPE Date
KJ	KW01	EMPLN2876	EMPLOYEE, NEW	M2B0500	G	26-JAN-2002

Work Date	Hours Type	Hours	Charge Code	Env/Haz Oth Code	Last Hour	Shift Code	Night Diff	Spec Rate	Inj Nbr	Signed ?
14-JAN-2002	LR	8.00	LEAVE			0				

PAGE DOWN = COST CALCULATIONS; CTRL F1 = REVERSE LABOR ENTRY

Org Chg Cde	Funds Available
B00221	.00
B00254	.00
B00255	.00
B00257	.00
B00258	.00

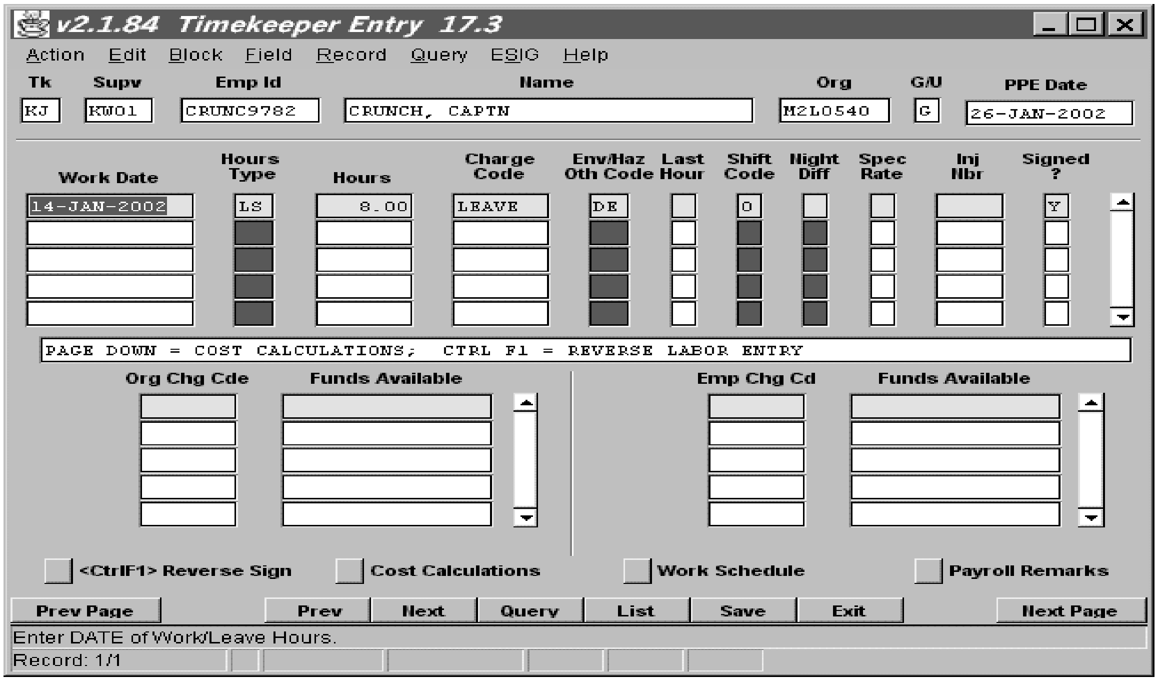
Emp Chg Cd	Funds Available

Enter DATE of Work/Leave Hours.

Record: 1/1

Hours type "LR" should be entered for an employee taking restored annual leave. DCPS will default to hours type "LQ" or "LP" if necessary.

Example**: Posting Family Friendly Leave to Provide Care for a Family Member**


v2.1.84 Timekeeper Entry 17.3
Action
Edit
Block
Field
Record
Query
ESIG
Help
Org Chg Cde
Funds Available
Emp Chg Cd
Funds Available
<CtrlF1> Reverse Sign
Cost Calculations
Work Schedule
Payroll Remarks
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Tk	Supv	Emp Id	Name	Org	G/U	PPE Date
KJ	KW01	CRUNC9782	CRUNCH, CAPTN	M2L0540	G	26-JAN-2002

Work Date	Hours Type	Hours	Charge Code	Env/Haz Oth Code	Last Hour	Shift Code	Night Diff	Spec Rate	Inj Nbr	Signed ?
14-JAN-2002	LS	8.00	LEAVE	DE		O				Y

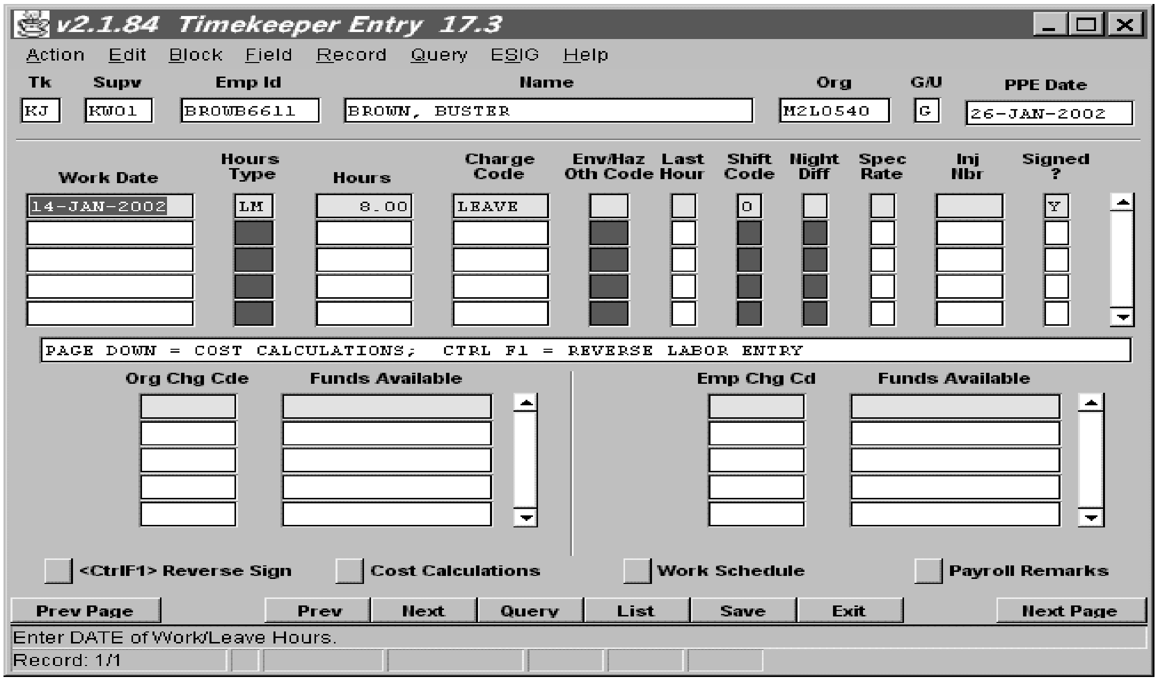
PAGE DOWN = COST CALCULATIONS; CTRL F1 = REVERSE LABOR ENTRY

Enter DATE of Work/Leave Hours.

Record: 1/1

Post leave with hours type LS or LG, along with the family friendly leave code in the env/haz/oth field.

Example: **Posting Military Leave On a Regularly Scheduled Work Day**


v2.1.84 Timekeeper Entry 17.3
Action
Edit
Block
Field
Record
Query
ESIG
Help
<CtrlF1> Reverse Sign
Cost Calculations
Work Schedule
Payroll Remarks
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Tk	Supv	Emp Id	Name	Org	G/U	PPE Date
KJ	KW01	BROWB6611	BROWN, BUSTER	M2L0540	G	26-JAN-2002

Work Date	Hours Type	Hours	Charge Code	Env/Haz Oth Code	Last Hour	Shift Code	Night Diff	Spec Rate	Inj Nbr	Signed ?
14-JAN-2002	LM	8.00	LEAVE			O				Y

PAGE DOWN = COST CALCULATIONS; CTRL F1 = REVERSE LABOR ENTRY

Org Chg Cde	Funds Available	Emp Chg Cd	Funds Available

Enter DATE of Work/Leave Hours.

Record: 1/1

Military leave is posted in hourly increments for all regularly scheduled workdays. This applies to both graded and ungraded employees.

TRAUMATIC LEAVE

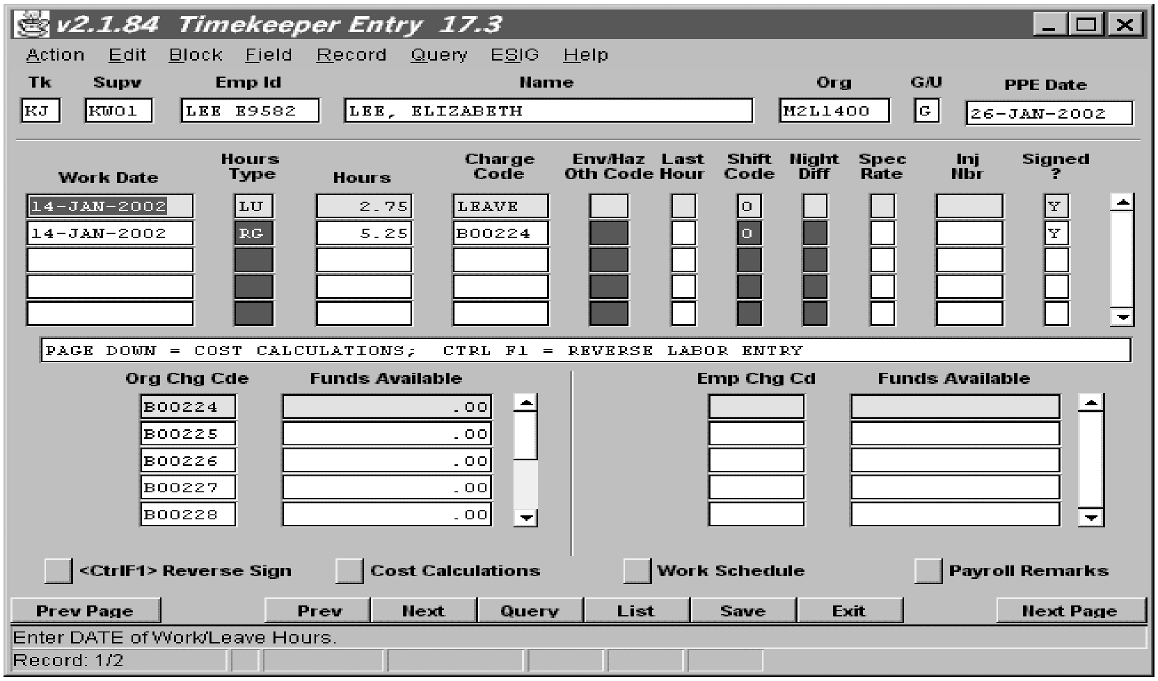
An employee injured on the job is entitled to 45 days of Continuation of Pay (COP). For the date of injury, hours type "LU" should be posted with the number of hours left in the duty day at the time of injury. These hours are chargeable to administrative leave. If the injury occurs at the end of the duty day when the employee is leaving the workplace or while working overtime, "LU" is posted with no hours.

DCPS generates an injury number using the date the "LU" was posted. For example, an employee injured on 14 January 2002 would receive a DCPS generated number, of "0114" (MMDD).

As traumatic leave is used, the injury number is required with the "LT" hours type.

As in the case of military leave, DCPS must track the number of calendar days that an employee is on COP. LT used on the employee's RDO is posted using a shift code of "4".

Example: **Posting an Injury During Duty Hours**


v2.1.84 Timekeeper Entry 17.3
Action
Edit
Block
Field
Record
Query
ESIG
Help
☐ <CtrlF1> Reverse Sign
☐ Cost Calculations
☐ Work Schedule
☐ Payroll Remarks
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Tk	Supv	Emp Id	Name	Org	G/U	PPE Date
KJ	KW01	LEE E9582	LEE, ELIZABETH	M2L1400	G	26-JAN-2002

Work Date	Hours Type	Hours	Charge Code	Env/Haz Oth Code	Last Hour	Shift Code	Night Diff	Spec Rate	Inj Nbr	Signed ?
14-JAN-2002	LU	2.75	LEAVE			0				Y
14-JAN-2002	RG	5.25	B00224			0				Y

PAGE DOWN = COST CALCULATIONS; CTRL F1 = REVERSE LABOR ENTRY

Org Chg Cde	Funds Available
B00224	.00
B00225	.00
B00226	.00
B00227	.00
B00228	.00

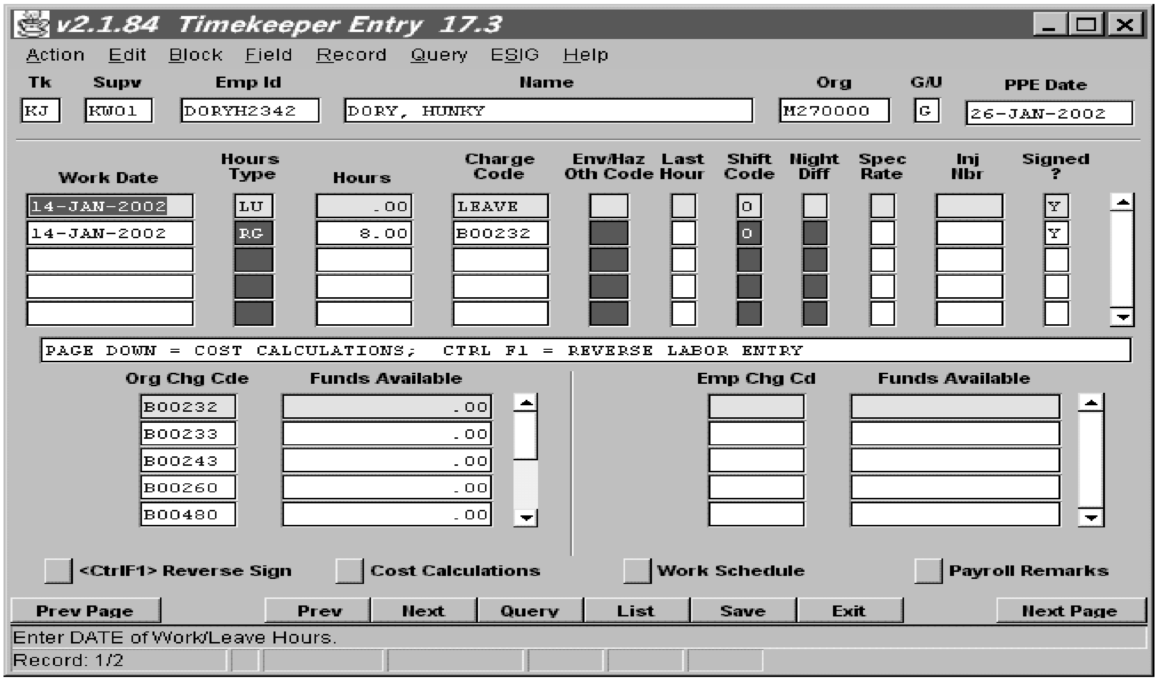
Emp Chg Cd	Funds Available

Enter DATE of Work/Leave Hours.

Record: 1/2

This employee was injured on the job and sent home with 2 hours and 45 minutes remaining on her regularly scheduled work day.

Example: **Posting an Injury After Normal Duty Hours**


v2.1.84 Timekeeper Entry 17.3
Action Edit Block Field Record Query ESIG Help
☐ <CtrlF1> Reverse Sign
☐ Cost Calculations
☐ Work Schedule
☐ Payroll Remarks
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Tk	Supv	Emp Id	Name	Org	G/U	PPE Date
KJ	KW01	DORYH2342	DORY, HUNKY	M270000	G	26-JAN-2002

Work Date	Hours Type	Hours	Charge Code	Env/Haz Oth Code	Last Hour	Shift Code	Night Diff	Spec Rate	Inj Nbr	Signed ?
14-JAN-2002	LU	.00	LEAVE			0				Y
14-JAN-2002	RG	8.00	B00232			0				Y

PAGE DOWN = COST CALCULATIONS; CTRL F1 = REVERSE LABOR ENTRY

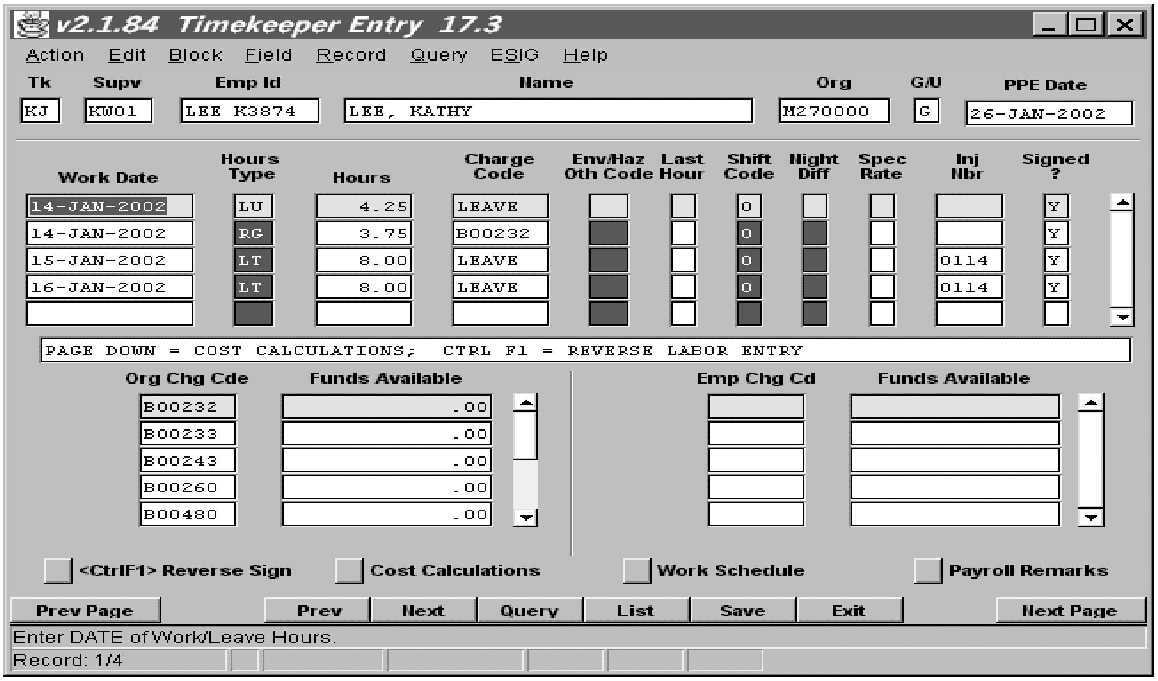
Org Chg Cde	Funds Available	Emp Chg Cd	Funds Available
B00232	.00		
B00233	.00		
B00243	.00		
B00260	.00		
B00480	.00		

Enter DATE of Work/Leave Hours.

Record: 1/2

This employee was injured leaving the workplace. There were no hours remaining in the duty day; therefore, "LU' is posted without hours.

Example: **Posting Injury with Traumatic Leave**


v2.1.84 Timekeeper Entry 17.3
Action Edit Block Field Record Query ESIG Help
☐ <CtrlF1> Reverse Sign
☐ Cost Calculations
☐ Work Schedule
☐ Payroll Remarks
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Tk	Supv	Emp Id	Name	Org	G/U	PPE Date
KJ	KW01	LEE K3874	LEE, KATHY	M270000	G	26-JAN-2002

Work Date	Hours Type	Hours	Charge Code	Env/Haz Oth Code	Last Hour	Shift Code	Night Diff	Spec Rate	Inj Nbr	Signed ?
14-JAN-2002	LU	4.25	LEAVE			O				Y
14-JAN-2002	RG	3.75	B00232			O				Y
15-JAN-2002	LT	8.00	LEAVE			O			0114	Y
16-JAN-2002	LT	8.00	LEAVE			O			0114	Y

PAGE DOWN = COST CALCULATIONS; CTRL F1 = REVERSE LABOR ENTRY

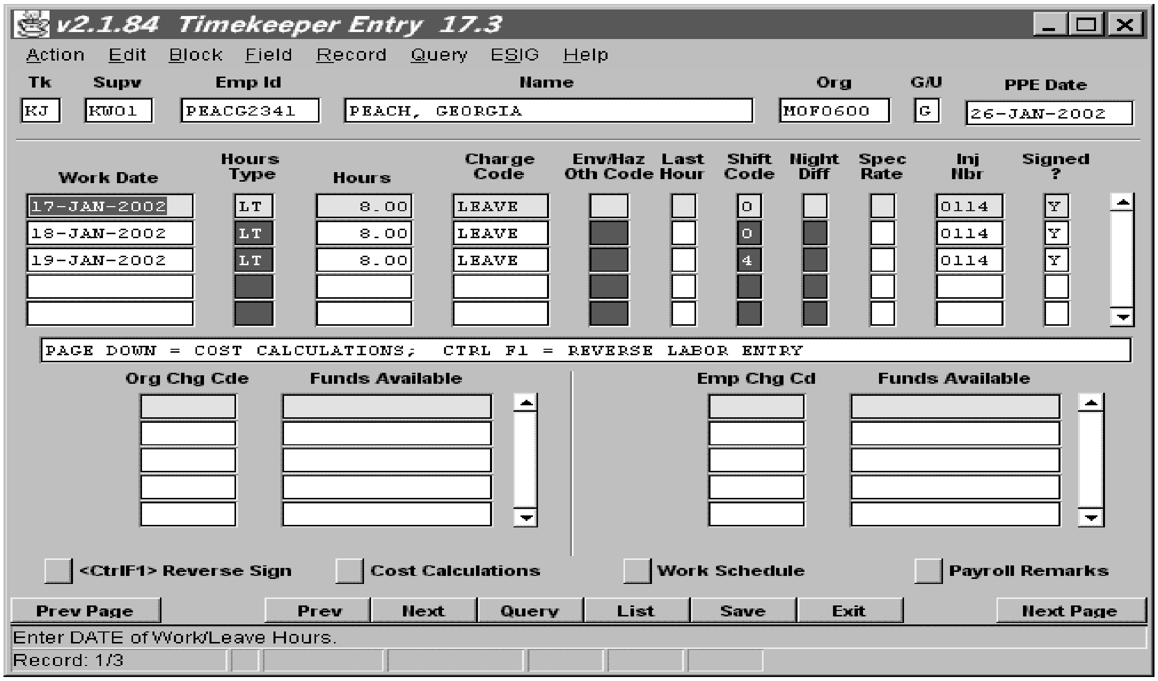
Org Chg Cde	Funds Available	Emp Chg Cd	Funds Available
B00232	.00		
B00233	.00		
B00243	.00		
B00260	.00		
B00480	.00		

Enter DATE of Work/Leave Hours.

Record: 1/4

In this example the employee was injured during normal duty hours on 14 January 2002, and was not able to report to work for the next two days. The LT entry must include an injury number which is the month and day the injury occurred.

Example: **Posting Traumatic Leave on Regular Day Off**


v2.1.84 Timekeeper Entry 17.3
Action
Edit
Block
Field
Record
Query
ESIG
Help
Org Chg Cde
Funds Available
Emp Chg Cd
Funds Available
☐ <CtrlF1> Reverse Sign
☐ Cost Calculations
☐ Work Schedule
☐ Payroll Remarks
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Tk	Supv	Emp Id	Name	Org	G/U	PPE Date
KJ	KW01	PEACG2341	PEACH, GEORGIA	M0F0600	G	26-JAN-2002

Work Date	Hours Type	Hours	Charge Code	Env/Haz Oth Code	Last Hour	Shift Code	Night Diff	Spec Rate	Inj Nbr	Signed ?
17-JAN-2002	LT	8.00	LEAVE			0			0114	Y
18-JAN-2002	LT	8.00	LEAVE			0			0114	Y
19-JAN-2002	LT	8.00	LEAVE			4			0114	Y

PAGE DOWN = COST CALCULATIONS; CTRL F1 = REVERSE LABOR ENTRY

Enter DATE of Work/Leave Hours.

Record: 1/3

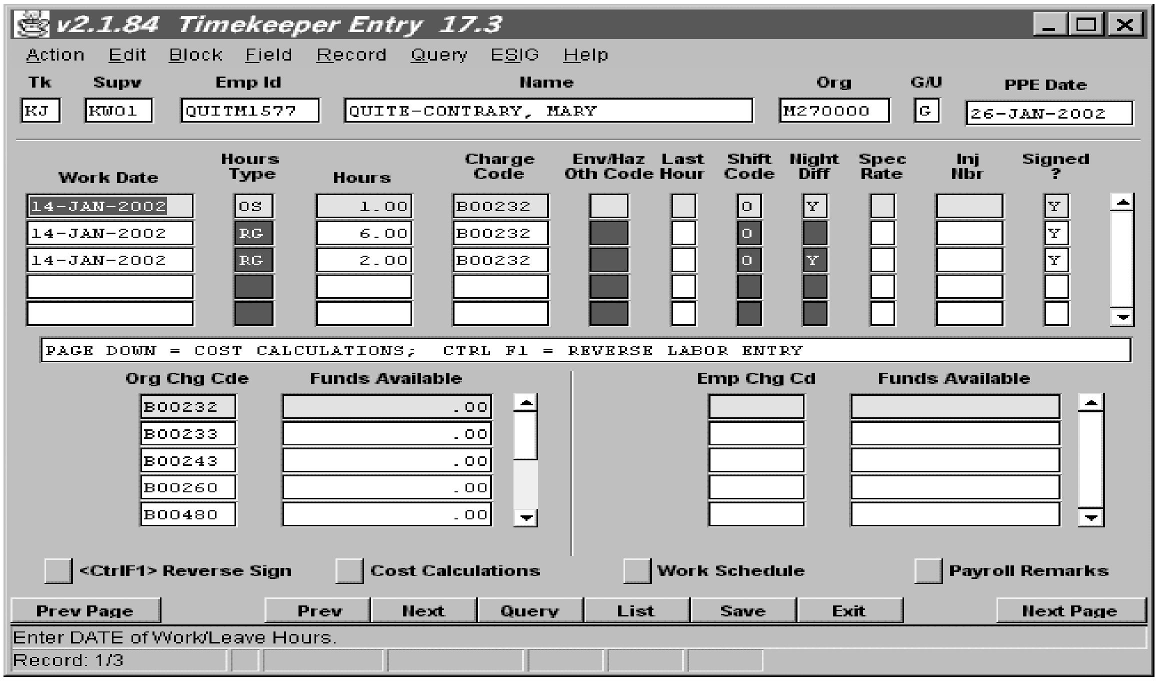
When traumatic leave is posted on the employee's regular day off, use a shift code of "4" for both graded and ungraded employees. This is the method used by DCPS to track the number of COP calendar days.

OVERTIME/COMPENSATORY TIME

Employees who work in excess of their normal TOD, 8 hours a day, 40 hours per week, are generally entitled to receive overtime pay or compensatory time off.

DCPS classifies overtime as scheduled or unscheduled, as well as callback overtime. Scheduled overtime relates to work which is scheduled prior to the start of the employee's regular administrative work week. Callback overtime and comp time callback may be posted on a normal duty day when an employee is required to return to work following completion of a normal duty day.

Example: **Posting Scheduled Overtime and Night Differential**


v2.1.84 Timekeeper Entry 17.3
Action
Edit
Block
Field
Record
Query
ESIG
Help
<CtrlF1> Reverse Sign
Cost Calculations
Work Schedule
Payroll Remarks
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Tk	Supv	Emp Id	Name	Org	G/U	PPE Date
KJ	KW01	QUITM1577	QUITE-CONTRARY, MARY	M270000	G	26-JAN-2002

Work Date	Hours Type	Hours	Charge Code	Env/Haz Oth Code	Last Hour	Shift Code	Night Diff	Spec Rate	Inj Nbr	Signed ?
14-JAN-2002	OS	1.00	B00232			O	Y			Y
14-JAN-2002	RG	6.00	B00232			O				Y
14-JAN-2002	RG	2.00	B00232			O	Y			Y

PAGE DOWN = COST CALCULATIONS; CTRL F1 = REVERSE LABOR ENTRY

Org Chg Cde	Funds Available
B00232	.00
B00233	.00
B00243	.00
B00260	.00
B00480	.00

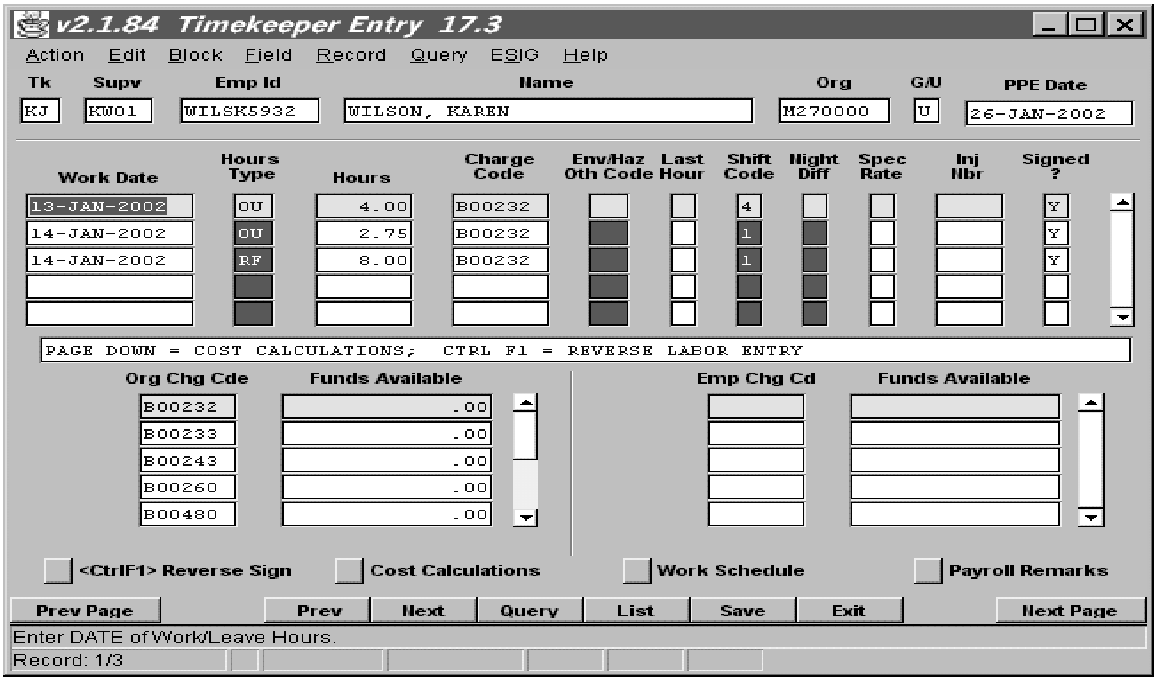
Emp Chg Cd	Funds Available

Enter DATE of Work/Leave Hours.

Record: 1/3

Employee is scheduled for 2 hours of night differential each day. Because overtime worked at the end of the day was scheduled, the employee is entitled to night differential pay for the overtime hours also.

Example: **Posting Unscheduled Overtime for a Rotating Shift Employee**


v2.1.84 Timekeeper Entry 17.3
Action
Edit
Block
Field
Record
Query
ESIG
Help
☐ <CtrlF1> Reverse Sign
☐ Cost Calculations
☐ Work Schedule
☐ Payroll Remarks
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Tk	Supv	Emp Id	Name	Org	G/U	PPE Date
KJ	KW01	WILSK5932	WILSON, KAREN	M270000	U	26-JAN-2002

Work Date	Hours Type	Hours	Charge Code	Env/Haz Oth Code	Last Hour	Shift Code	Night Diff	Spec Rate	Inj Nbr	Signed ?
13-JAN-2002	OU	4.00	B00232			4				Y
14-JAN-2002	OU	2.75	B00232			1				Y
14-JAN-2002	RF	8.00	B00232			1				Y

PAGE DOWN = COST CALCULATIONS; CTRL F1 = REVERSE LABOR ENTRY

Org Chg Cde	Funds Available
B00232	.00
B00233	.00
B00243	.00
B00260	.00
B00480	.00

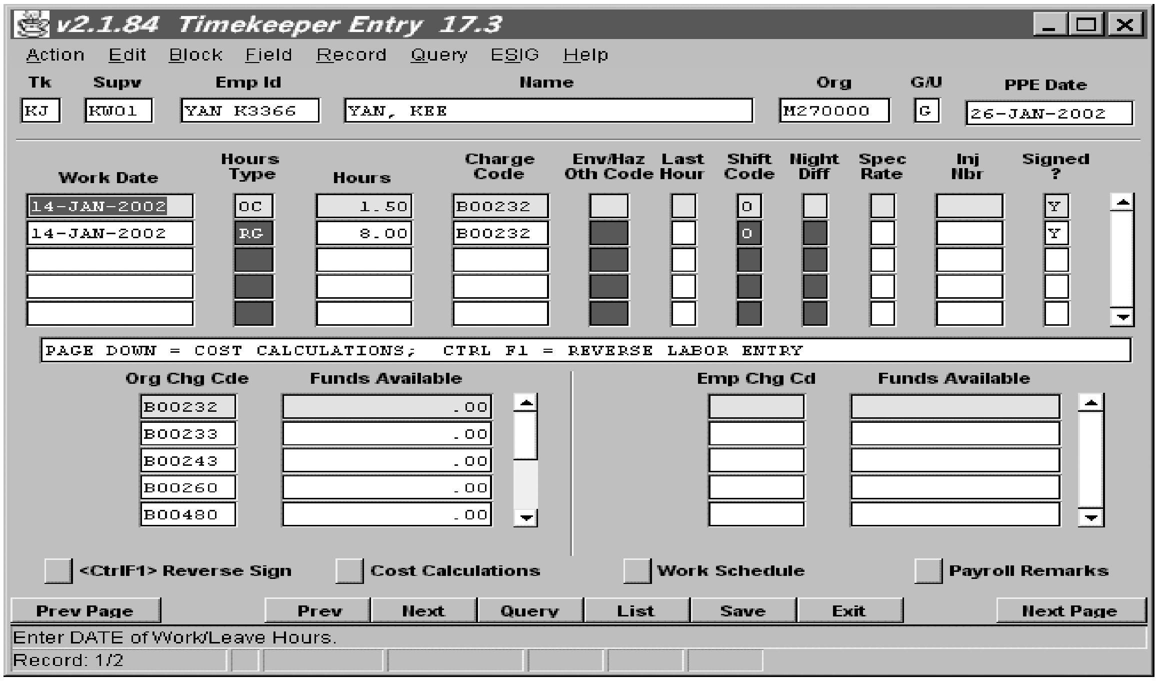
Emp Chg Cd	Funds Available

Enter DATE of Work/Leave Hours.

Record: 1/3

This employee, who regularly rotates shifts, was required to work 4 hours unscheduled overtime on a regularly scheduled day off. She was also required to work 2 hours and 45 minutes of unscheduled overtime at the end of a normal workday.

Example: **Posting Callback Overtime**


v2.1.84 Timekeeper Entry 17.3
Action Edit Block Field Record Query ESIG Help
<CtrlF1> Reverse Sign
Cost Calculations
Work Schedule
Payroll Remarks
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Tk	Supv	Emp Id	Name	Org	G/U	PPE Date
KJ	KW01	YAN K3366	YAN, KEE	M270000	G	26-JAN-2002

Work Date	Hours Type	Hours	Charge Code	Env/Haz Oth Code	Last Hour	Shift Code	Night Diff	Spec Rate	Inj Nbr	Signed ?
14-JAN-2002	OC	1.50	B00232			O				Y
14-JAN-2002	RG	8.00	B00232			O				Y

PAGE DOWN = COST CALCULATIONS; CTRL F1 = REVERSE LABOR ENTRY

Org Chg Cde	Funds Available
B00232	.00
B00233	.00
B00243	.00
B00260	.00
B00480	.00

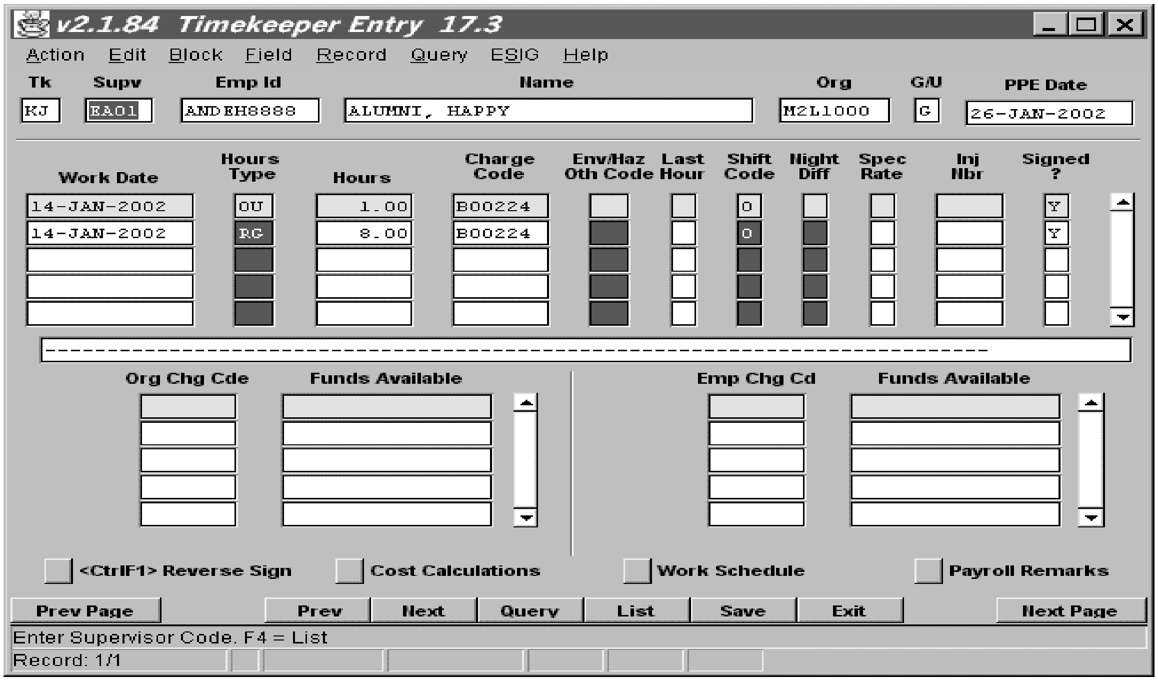
Emp Chg Cd	Funds Available

Enter DATE of Work/Leave Hours.

Record: 1/2

This employee was called back to work after completing a regular workday. Post the exact number of overtime hours. DCPS will pay a minimum of 2 hours callback overtime.

Example: **Overtime for Part-Time Employee (6 Hour Tour)**


v2.1.84 Timekeeper Entry 17.3
Action Edit Block Field Record Query ESIG Help
<CtrlF1> Reverse Sign
Cost Calculations
Work Schedule
Payroll Remarks
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Tk	Supv	Emp Id	Name	Org	G/U	PPE Date
KJ	EA01	ANDEH8888	ALUMNI, HAPPY	M2L1000	G	26-JAN-2002

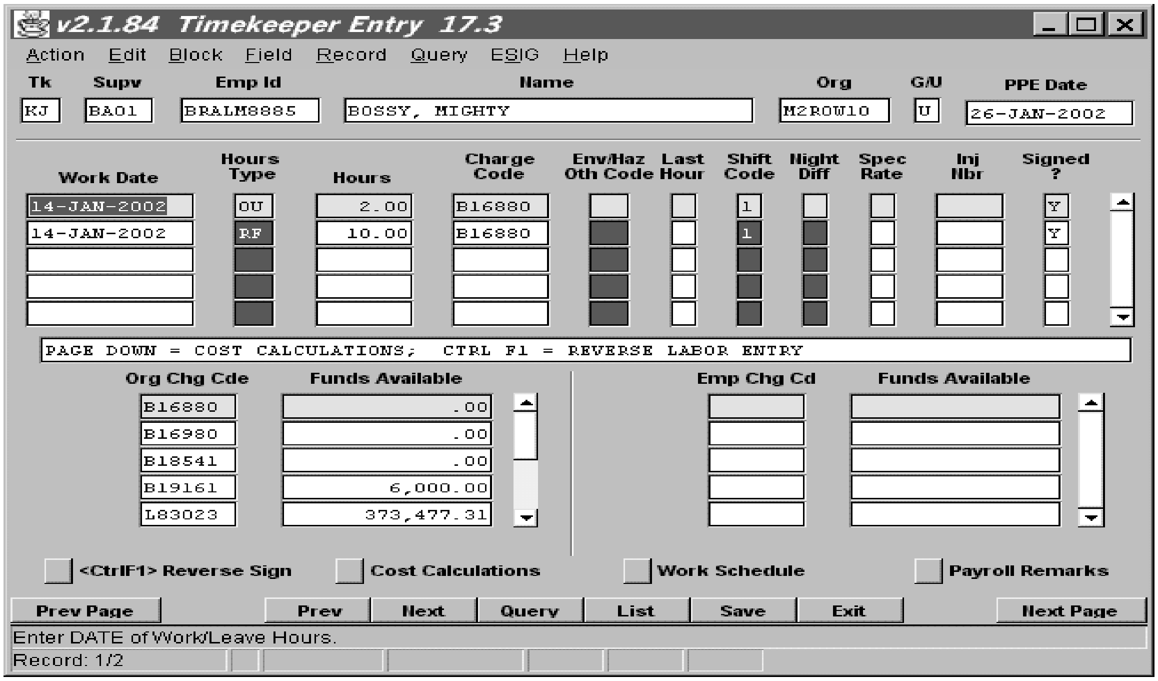
Work Date	Hours Type	Hours	Charge Code	Env/Haz Oth Code	Last Hour	Shift Code	Night Diff	Spec Rate	Inj Nbr	Signed ?
14-JAN-2002	OU	1.00	B00224			0				Y
14-JAN-2002	RG	8.00	B00224			0				Y

Enter Supervisor Code. F4 = List

Record: 1/1

This part-time employee worked three unscheduled hours past their normal tour of 6 hours. Eight regular hours must be posted before overtime is authorized. Employee is entitled to overtime for work in excess of eight hours a day or their normal tour of duty whichever is greater.

Example: **Overtime for Part-Time Employee (10 Hour Tour)**


v2.1.84 Timekeeper Entry 17.3
Action
Edit
Block
Field
Record
Query
ESIG
Help
<CtrlF1> Reverse Sign
Cost Calculations
Work Schedule
Payroll Remarks
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Tk	Supv	Emp Id	Name	Org	G/U	PPE Date
KJ	BA01	BRALM8885	BOSSY, MIGHTY	M2ROW10	U	26-JAN-2002

Work Date	Hours Type	Hours	Charge Code	Env/Haz Oth Code	Last Hour	Shift Code	Night Diff	Spec Rate	Inj Nbr	Signed ?
14-JAN-2002	OU	2.00	B16880			1				Y
14-JAN-2002	RF	10.00	B16880			1				Y

PAGE DOWN = COST CALCULATIONS; CTRL F1 = REVERSE LABOR ENTRY

Org Chg Cde	Funds Available
B16880	.00
B16980	.00
B18541	.00
B19161	6,000.00
L83023	373,477.31

Emp Chg Cd	Funds Available

Enter DATE of Work/Leave Hours.

Record: 1/2

This part-time employee worked two unscheduled hours past their normal tour of 10 hours. Since the scheduled tour is greater than eight hours, overtime is handled the same as for a full-time employee. The employee is entitled to 2 hours of overtime.

OTHER PREMIUM PAY

Employees working under environmental or hazardous conditions are entitled to additional pay depending on the condition under which the work is performed. See Appendix A for a list of environmental/hazard codes. Generally the premium applies to all hours paid for the day. However, under certain conditions, ungraded employees are paid the premium for actual exposure time.

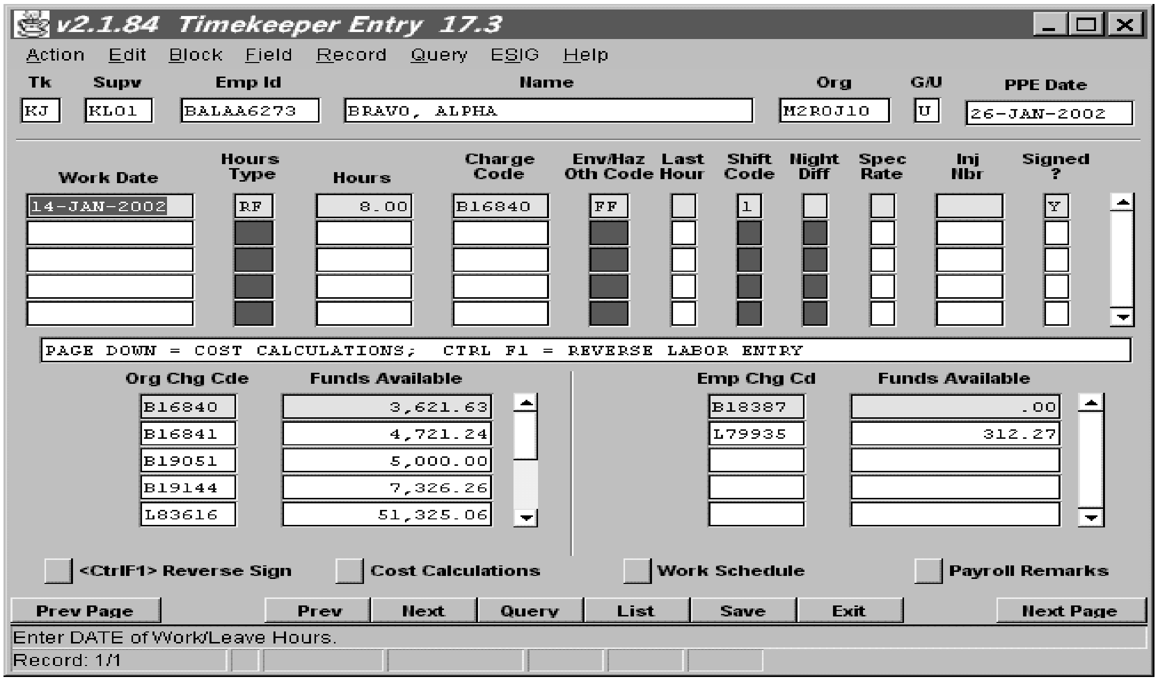
The last hour indicator is required for ungraded employees working under an env/haz condition during the last hour of the regular scheduled tour. DCPS uses this indicator to determine the correct deduction for Federal Employees Group Life Insurance (FEGLI).

Graded employees are entitled to receive a 10 percent differential for scheduled work between 1800 and 0600 hours. Night differential is payable on overtime worked between these hours provided the overtime is scheduled in advance of the administrative work week.

Ungraded employees are entitled to additional pay for second and third shift work. When an ungraded employee is required by the activity to work a shift other than their normally scheduled shift, the employee is entitled to receive the higher of the two shift premiums. Power plant workers, however, are an exception to this rule. DCPS pays these employees in accordance with the appropriate rate schedule.

Full-time employees may receive premium pay for regularly scheduled Sunday hours. This also includes a work schedule that begins Saturday night and extends into Sunday.

Example: **Posting Environmental/Hazard - Full Day**


v2.1.84 Timekeeper Entry 17.3
Action Edit Block Field Record Query ESIG Help
☐ <CtrlF1> Reverse Sign
☐ Cost Calculations
☐ Work Schedule
☐ Payroll Remarks
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Tk	Supv	Emp Id	Name	Org	G/U	PPE Date
KJ	KL01	BALAA6273	BRAVO, ALPHA	M2R0J10	U	26-JAN-2002

Work Date	Hours Type	Hours	Charge Code	Env/Haz Oth Code	Last Hour	Shift Code	Night Diff	Spec Rate	Inj Nbr	Signed ?
14-JAN-2002	RF	8.00	B16840	FF		1				Y

PAGE DOWN = COST CALCULATIONS; CTRL F1 = REVERSE LABOR ENTRY

Org Chg Cde	Funds Available
B16840	3,621.63
B16841	4,721.24
B19051	5,000.00
B19144	7,326.26
L83616	51,325.06

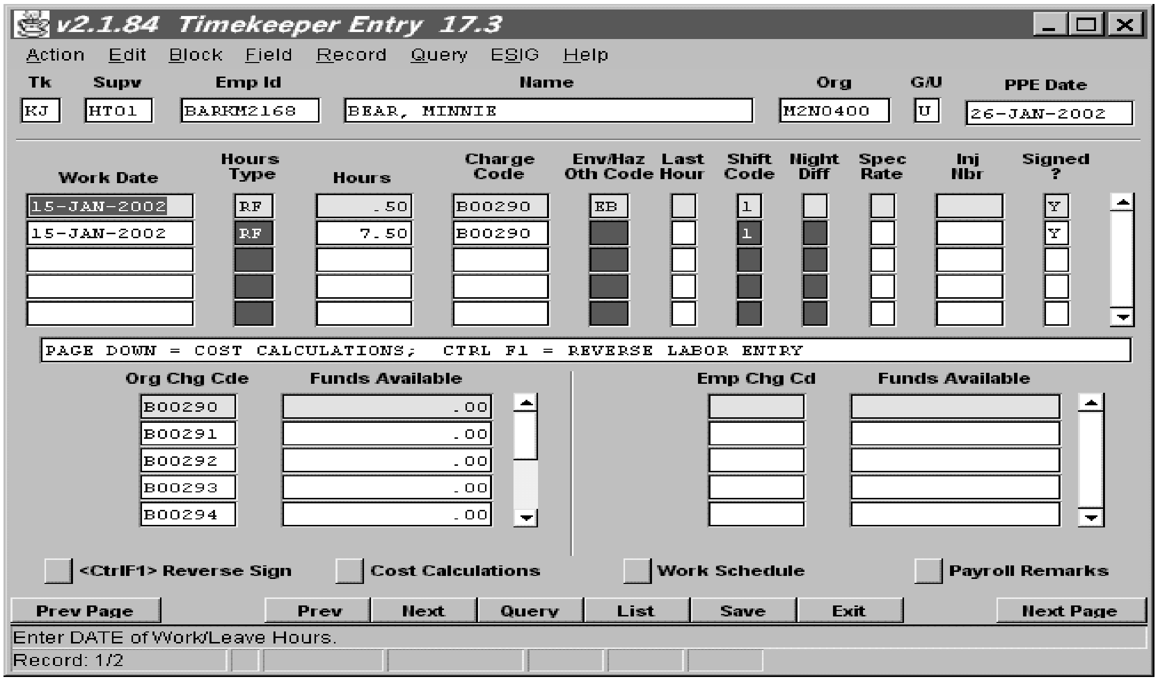
Emp Chg Cd	Funds Available
B18387	.00
L79935	312.27

Enter DATE of Work/Leave Hours.

Record: 1/1

In this example, the ungraded employee spent the entire day working around micro-organisms and was at a high degree of risk. The entire 8 hour tour is posted with the env/haz code "FF".

Example: **Posting Environmental/Hazard - Partial Day**


v2.1.84 Timekeeper Entry 17.3
Action
Edit
Block
Field
Record
Query
ESIG
Help
☐ <CtrlF1> Reverse Sign
☐ Cost Calculations
☐ Work Schedule
☐ Payroll Remarks
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Tk	Supv	Emp Id	Name	Org	G/U	PPE Date
KJ	HT01	BARKM2168	BEAR, MINNIE	M2N0400	U	26-JAN-2002

Work Date	Hours Type	Hours	Charge Code	Env/Haz Oth Code	Last Hour	Shift Code	Night Diff	Spec Rate	Inj Nbr	Signed ?
15-JAN-2002	RF	.50	B00290	EB		1				Y
15-JAN-2002	RF	7.50	B00290			1				Y

PAGE DOWN = COST CALCULATIONS; CTRL F1 = REVERSE LABOR ENTRY

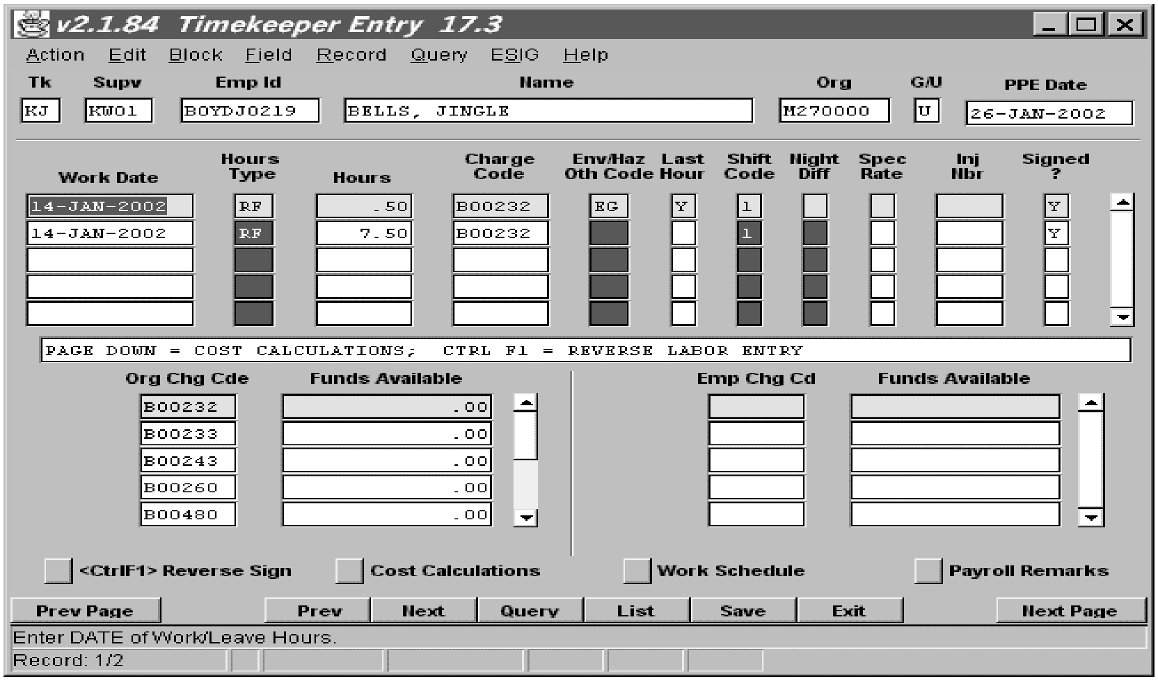
Org Chg Cde	Funds Available	Emp Chg Cd	Funds Available
B00290	.00		
B00291	.00		
B00292	.00		
B00293	.00		
B00294	.00		

Enter DATE of Work/Leave Hours.

Record: 1/2

Here the employee spent 30 minutes in a "high work" situation. The actual time spent in the env/haz duty situation must be posted. In the example, .5 hours of actual exposure are posted, but the employee will be paid for 8 hours of exposure. Graded employees are paid env/haz pay for all hours in a pay status.

Example: **Posting Env/Haz (Last Hour Ind)**


v2.1.84 Timekeeper Entry 17.3
Action Edit Block Field Record Query ESIG Help
<CtrlF1> Reverse Sign
Cost Calculations
Work Schedule
Payroll Remarks
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Tk	Supv	Emp Id	Name	Org	G/U	PPE Date
KJ	KW01	BOYDJ0219	BELLS, JINGLE	M270000	U	26-JAN-2002

Work Date	Hours Type	Hours	Charge Code	Env/Haz Oth Code	Last Hour	Shift Code	Night Diff	Spec Rate	Inj Nbr	Signed ?
14-JAN-2002	RF	.50	B00232	EG	Y	1				Y
14-JAN-2002	RF	7.50	B00232			1				Y

PAGE DOWN = COST CALCULATIONS; CTRL F1 = REVERSE LABOR ENTRY

Org Chg Cde	Funds Available	Emp Chg Cd	Funds Available
B00232	.00		
B00233	.00		
B00243	.00		
B00260	.00		
B00480	.00		

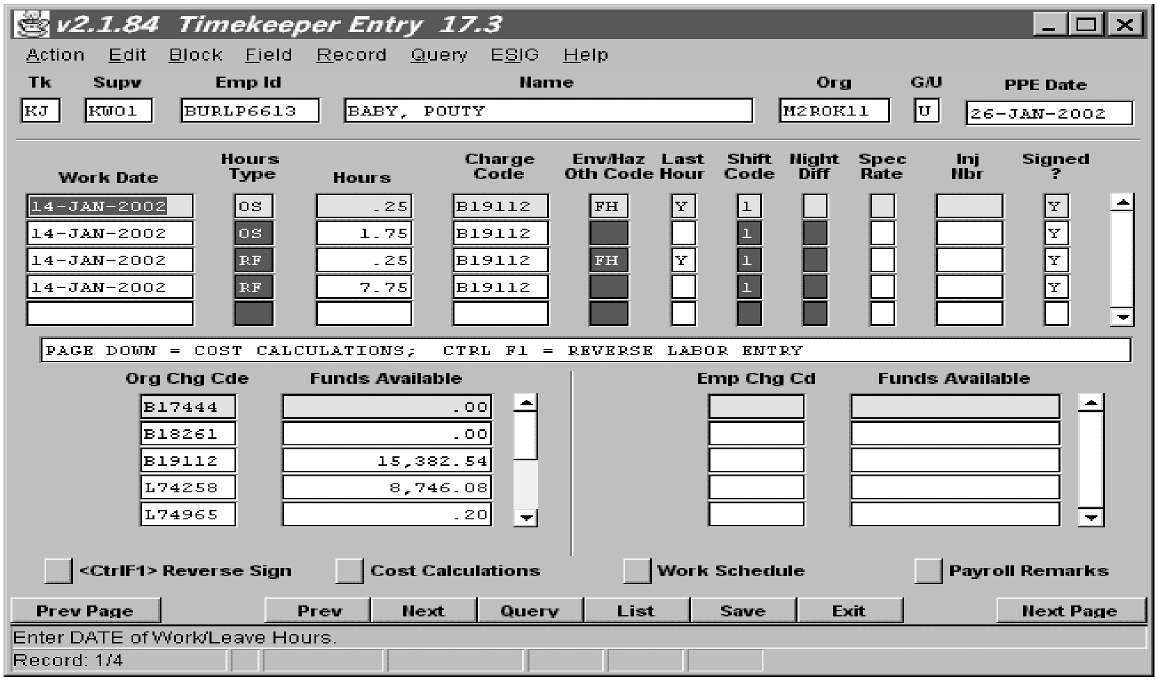
Enter DATE of Work/Leave Hours.

Record: 1/2

This ungraded employee spent 30 minutes welding preheated materials (env/haz code EG). The session was in her last regularly scheduled hour of the pay period. Enter a "Y" in the last hour field.

The actual time spent in a env/haz situation must be posted. DCPS will pay the correct amount when regulations specify a minimum amount.

Example: **Posting Env/Haz with OT (Last Hour Ind)**


v2.1.84 Timekeeper Entry 17.3
Action
Edit
Block
Field
Record
Query
ESIG
Help
☐ <CtrlF1> Reverse Sign
☐ Cost Calculations
☐ Work Schedule
☐ Payroll Remarks
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Tk	Supv	Emp Id	Name	Org	G/U	PPE Date
KJ	KW01	BURLP6613	BABY, POUTY	M2ROK11	U	26-JAN-2002

Work Date	Hours Type	Hours	Charge Code	Env/Haz Oth Code	Last Hour	Shift Code	Night Diff	Spec Rate	Inj Nbr	Signed ?
14-JAN-2002	OS	.25	B19112	FH	Y	1				Y
14-JAN-2002	OS	1.75	B19112			1				Y
14-JAN-2002	RF	.25	B19112	FH	Y	1				Y
14-JAN-2002	RF	7.75	B19112			1				Y

PAGE DOWN = COST CALCULATIONS; CTRL F1 = REVERSE LABOR ENTRY

Org Chg Cde	Funds Available
B17444	.00
B18261	.00
B19112	15,382.54
L74258	8,746.08
L74965	.20

Emp Chg Cd	Funds Available

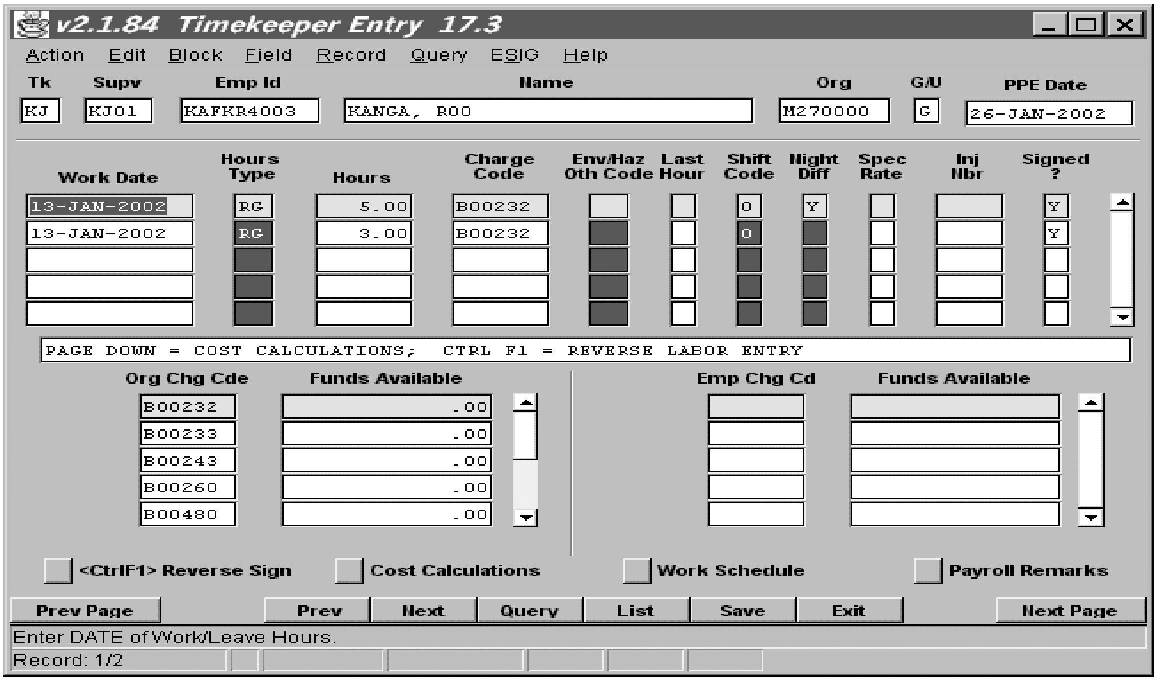
Enter DATE of Work/Leave Hours.

Record: 1/4

In the example, the ungraded employee spent two 15 minute sessions in the pressure chamber. The first session was in the last regularly scheduled hour of the pay period. This entry requires a "Y" in the last hour field. The second session occurred at the beginning of the two hours of scheduled overtime. The last hour indicator is not completed in this case.

Actual hours of exposure to an env/haz condition are entered, but the employee will be paid the premium for 8 hours of regular time and 2 hours of overtime.

Example: **Posting Night Differential**


v2.1.84 Timekeeper Entry 17.3
Action Edit Block Field Record Query ESIG Help
☐ <CtrlF1> Reverse Sign
☐ Cost Calculations
☐ Work Schedule
☐ Payroll Remarks
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Tk	Supv	Emp Id	Name	Org	G/U	PPE Date
KJ	KJ01	KAFKR4003	KANGA, ROO	M270000	G	26-JAN-2002

Work Date	Hours Type	Hours	Charge Code	Env/Haz Oth Code	Last Hour	Shift Code	Night Diff	Spec Rate	Inj Nbr	Signed ?
13-JAN-2002	RG	5.00	B00232			O	Y			Y
13-JAN-2002	RG	3.00	B00232			O				Y

PAGE DOWN = COST CALCULATIONS; CTRL F1 = REVERSE LABOR ENTRY

Org Chg Cde	Funds Available
B00232	.00
B00233	.00
B00243	.00
B00260	.00
B00480	.00

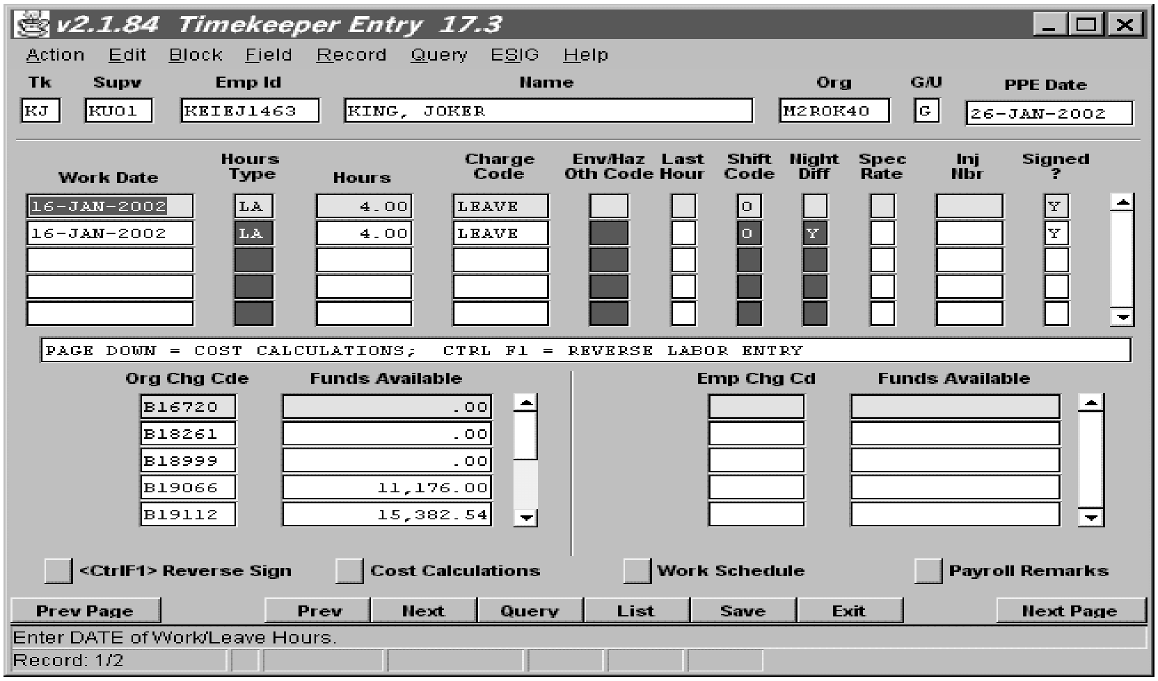
Emp Chg Cd	Funds Available

Enter DATE of Work/Leave Hours.

Record: 1/2

Night differential hours are identified by placing a "Y" in the night diff field. Night differential hours require a separate line of posting when the duty day begins prior to 6 p.m.

Example: **Posting Night Differential with Paid Leave**


v2.1.84 Timekeeper Entry 17.3
Action
Edit
Block
Field
Record
Query
ESIG
Help
<CtrlF1> Reverse Sign
Cost Calculations
Work Schedule
Payroll Remarks
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Tk	Supv	Emp Id	Name	Org	G/U	PPE Date
KJ	KU01	KEIEJ1463	KING, JOKER	M2R0K40	G	26-JAN-2002

Work Date	Hours Type	Hours	Charge Code	Env/Haz Oth Code	Last Hour	Shift Code	Night Diff	Spec Rate	Inj Nbr	Signed ?
16-JAN-2002	LA	4.00	LEAVE			0				Y
16-JAN-2002	LA	4.00	LEAVE			0	Y			Y

PAGE DOWN = COST CALCULATIONS; CTRL F1 = REVERSE LABOR ENTRY

Org Chg Cde	Funds Available
B16720	.00
B18261	.00
B18999	.00
B19066	11,176.00
B19112	15,382.54

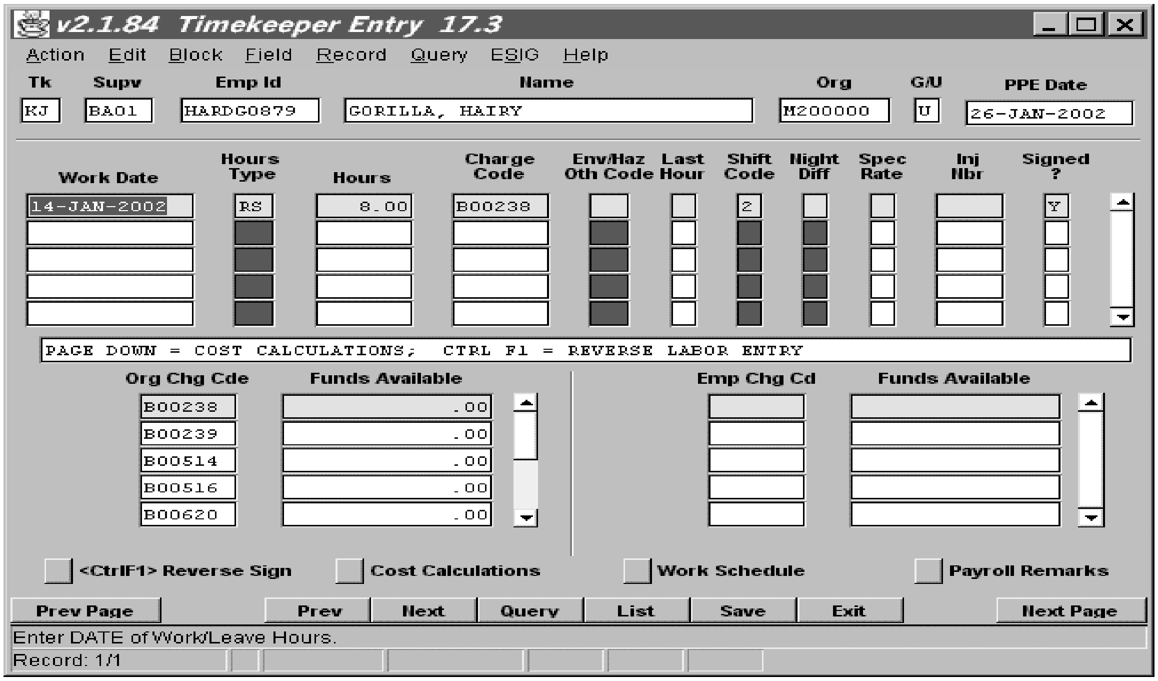
Emp Chg Cd	Funds Available

Enter DATE of Work/Leave Hours.

Record: 1/2

Timekeepers should place a "Y" in the night differential field for paid leave when the employee has been scheduled to work night differential. DCPS will reverse the night differential hours in the leave conversion process if the employee is not entitled to this premium.

Example: **Posting Temporary Shift Override**


v2.1.84 Timekeeper Entry 17.3
Action
Edit
Block
Field
Record
Query
ESIG
Help
<CtrlF1> Reverse Sign
Cost Calculations
Work Schedule
Payroll Remarks
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Tk	Supv	Emp Id	Name	Org	G/U	PPE Date
KJ	BA01	HARDG0879	GORILLA, HAIRY	M200000	U	26-JAN-2002

Work Date	Hours Type	Hours	Charge Code	Env/Haz Oth Code	Last Hour	Shift Code	Night Diff	Spec Rate	Inj Nbr	Signed ?
14-JAN-2002	RS	8.00	B00238			2				Y

PAGE DOWN = COST CALCULATIONS; CTRL F1 = REVERSE LABOR ENTRY

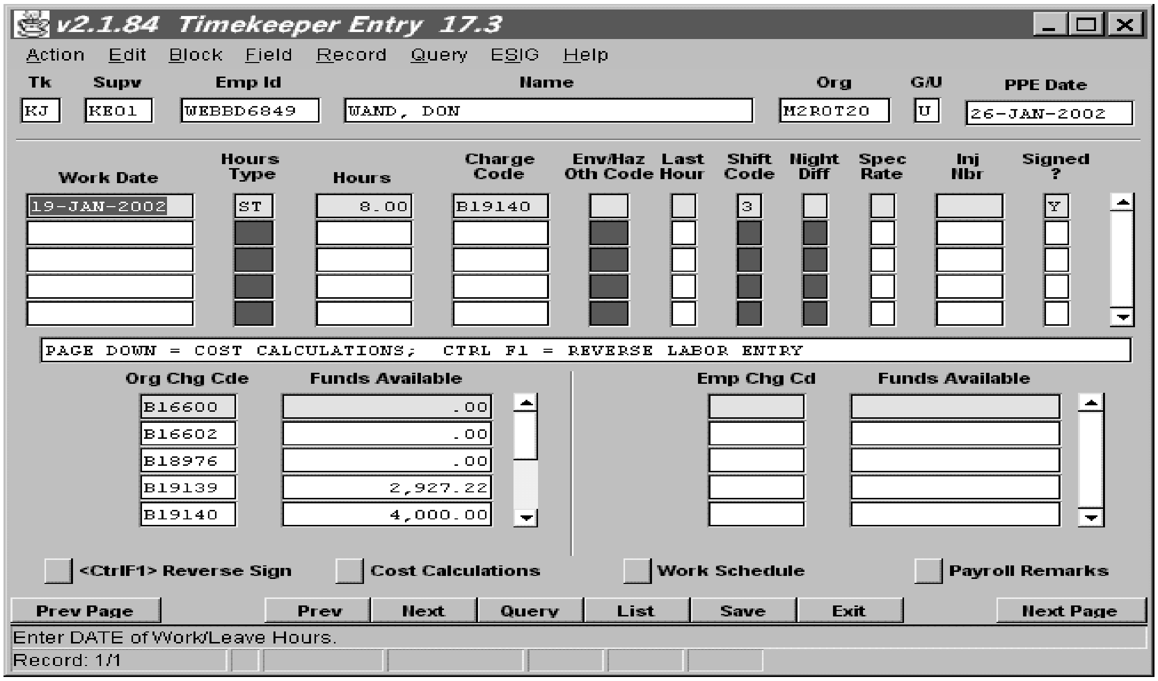
Org Chg Cde	Funds Available	Emp Chg Cd	Funds Available
B00238	.00		
B00239	.00		
B00514	.00		
B00516	.00		
B00620	.00		

Enter DATE of Work/Leave Hours.

Record: 1/1

In this example, the employee was required to work the second shift instead of her regularly scheduled first shift. Shift code "2" must match the hours type of "RS" and overrides the scheduled first shift. No work schedule change is required. Employee will be paid the second shift premium.

Example: **Sunday Premium on Saturday Night Work**


v2.1.84 Timekeeper Entry 17.3
Action
Edit
Block
Field
Record
Query
ESIG
Help
<CtrlF1> Reverse Sign
Cost Calculations
Work Schedule
Payroll Remarks
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Tk	Supv	Emp Id	Name	Org	G/U	PPE Date
KJ	KE01	WEBBD6849	WAND, DON	M2R0T20	U	26-JAN-2002

Work Date	Hours Type	Hours	Charge Code	Env/Haz Oth Code	Last Hour	Shift Code	Night Diff	Spec Rate	Inj Nbr	Signed ?
19-JAN-2002	ST	8.00	B19140			3				Y

PAGE DOWN = COST CALCULATIONS; CTRL F1 = REVERSE LABOR ENTRY

Org Chg Cde	Funds Available
B16600	.00
B16602	.00
B18976	.00
B19139	2,927.22
B19140	4,000.00

Emp Chg Cd	Funds Available

Enter DATE of Work/Leave Hours.

Record: 1/1

This employee was scheduled to work the Saturday night shift ending Sunday morning. To receive Sunday pay, a Sunday hours type is entered on the day the shift began (Saturday) and the work schedule must have a "Y" in the Sunday indicator field.

4.2.3 TOUR OF DUTY EDITS (CURRENT PERIOD)

SCREENS

Tour of Duty Edits
(Screen 17.12)

PURPOSE

This screen is used to perform T&A and labor edits for the current pay period. Data is compared to either an employee or organizational work schedule record. Similar edits are performed by DCPS once data has been received by the payroll office. Transactions failing to pass the DCPS edits are rejected and corrections must then be made on-line by the CSR.

HOW TO GET THERE

From the Main Menu, select:

- Financial Management Functions
  - Financial Management
    - Labor/Payroll
      - Timekeeper Functions
        - TOD Edits – Current Period

or

Enter screen number 17.12.

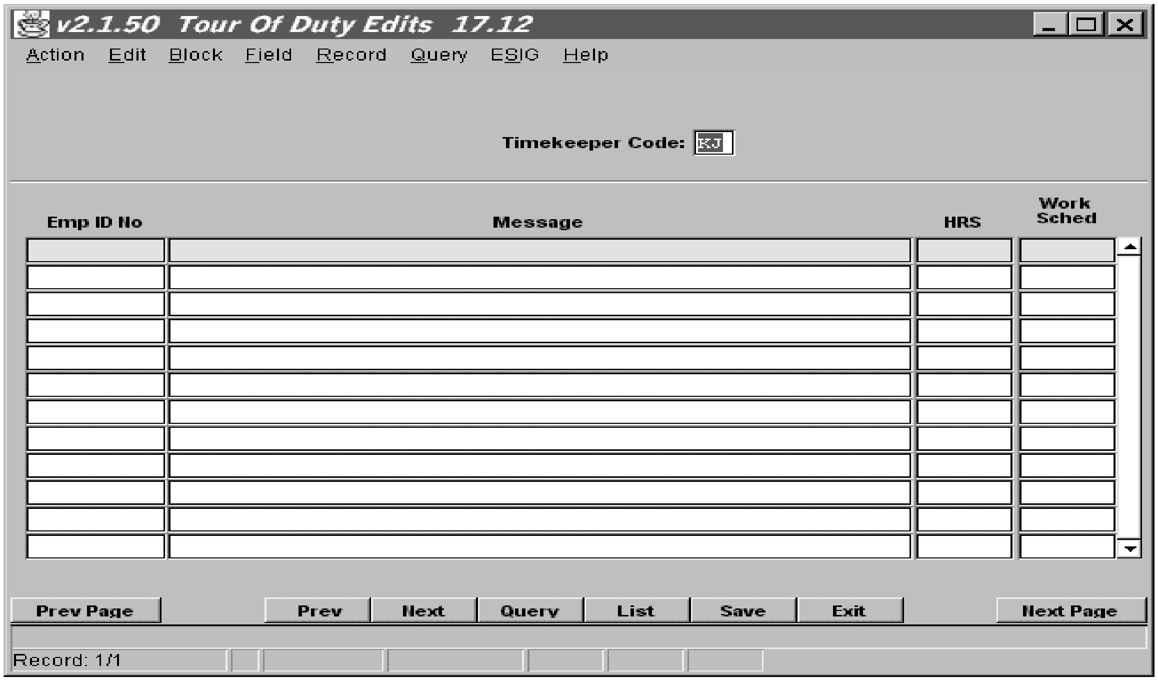
TIPS

- A message will appear on the screen when a fatal error is detected.

- Supervisors may access data for electronic signatures following successful completion of the edit process.

- Edits for new employees begin on the effective date entered in the Employee Work Day (Screen 17.4.1).

- Edits for departing employees end on the effective date entered in the Employee Work Day (Screen 17.4.1).


v2.1.50 Tour Of Duty Edits 17.12
Action
Edit
Block
Field
Record
Query
ESIG
Help
Emp ID No
Message
HRS
Work Sched
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page
Record: 1/1

Timekeeper Code: KJ

FIELDS

TIMEKEEPER CODE	Required. Enter the appropriate timekeeper code and select <Save>. Enter the calendar date through which edits are to be performed when the pop-up window appears.

WHAT TO DO NEXT

Select <Save> to start the edit process.

Press <PgDn> and then press the down arrow key to view additional error messages if required.

Correct data and rerun edit process as necessary.

4.2.4 END OF MONTH (EOM) LABOR PROCESSING

INTRODUCTION

An EOM processing option is available to record labor cost for a calendar month prior to the close of the pay period. Follow the procedures listed below to utilize this option.

PROCESSING STEPS

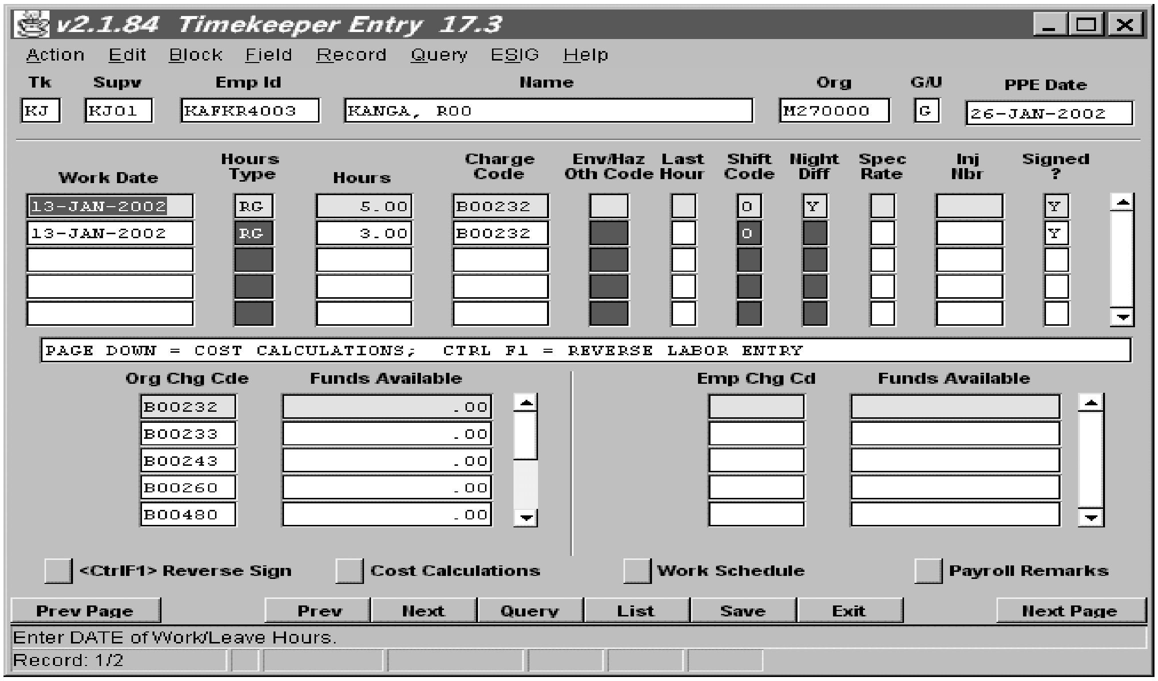
DATA ENTRY	Timekeepers should enter actual labor for all assigned employees through the last day of the calendar month. Labor estimates are not recommended due to the large number of required corrections. CEFMS will post to the proper accounting period provided that period remains open to accept transactions.
TOUR OF DUTY EDITS	Execute the TOD edits **through the last day of the calendar month** and correct any errors which may be detected. Run edit program as many times as necessary until all errors have been cleared. A successful completion of this process allows an authorized supervisor to access data **only through the date of the edit check**.
ELECTRONIC SIGNATURE	Supervisors must electronically sign the labor data, as labor distribution will not process unsigned records.

LABOR DISTRIBUTION

The labor distribution program is executed automatically via a scheduled chronograph (CRON) facility or may be initiated through a menu. Based on work dates, the program posts to the previous accounting period provided that period is open for transactions. This allows actual cost to be recorded through the end of a preceding month.

COMPLETING THE PAY PERIOD

Signed labor data will appear on screen 17.3 as illustrated below. Notice the "Y" in the last column. If corrections are necessary to signed labor data, use <Ctrl F1> to reverse, then change entry as needed. Continue processing for the remainder of the pay period. This function is no longer applicable once the tour of duty edits have been completed through end of pay period.


v2.1.84 Timekeeper Entry 17.3
Action Edit Block Field Record Query ESIG Help
<CtrlF1> Reverse Sign
Cost Calculations
Work Schedule
Payroll Remarks
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Tk	Supv	Emp Id	Name	Org	G/U	PPE Date
KJ	KJ01	KAFKR4003	KANGA, ROO	M270000	G	26-JAN-2002

Work Date	Hours Type	Hours	Charge Code	Env/Haz Oth Code	Last Hour	Shift Code	Night Diff	Spec Rate	Inj Nbr	Signed ?
13-JAN-2002	RG	5.00	B00232			O	Y			Y
13-JAN-2002	RG	3.00	B00232			O				Y

PAGE DOWN = COST CALCULATIONS; CTRL F1 = REVERSE LABOR ENTRY

Org Chg Cde	Funds Available
B00232	.00
B00233	.00
B00243	.00
B00260	.00
B00480	.00

Emp Chg Cd	Funds Available

Enter DATE of Work/Leave Hours.

Record: 1/2

4.2.5 TIME ENTRY (PRIOR PERIOD)

SCREENS

Prior Period Correction
(Screen 9.1.3)

PURPOSE

This screen allows timekeepers to correct T&A for prior periods. Corrected data will be transmitted to DCPS for processing as retroactive transactions. Adjustments to recorded labor will be processed in CEFMS.

HOW TO GET THERE

From the Main Menu, select:

Financial Management Functions
    Financial Management
        Labor/Payroll
            Timekeeper Functions
                Time and Attendance - Prior Period

or

Enter screen number 9.1.3.

TIPS

- Query previous record and modify data as needed. DCPS requires corrected T&A be resubmitted for an entire day.

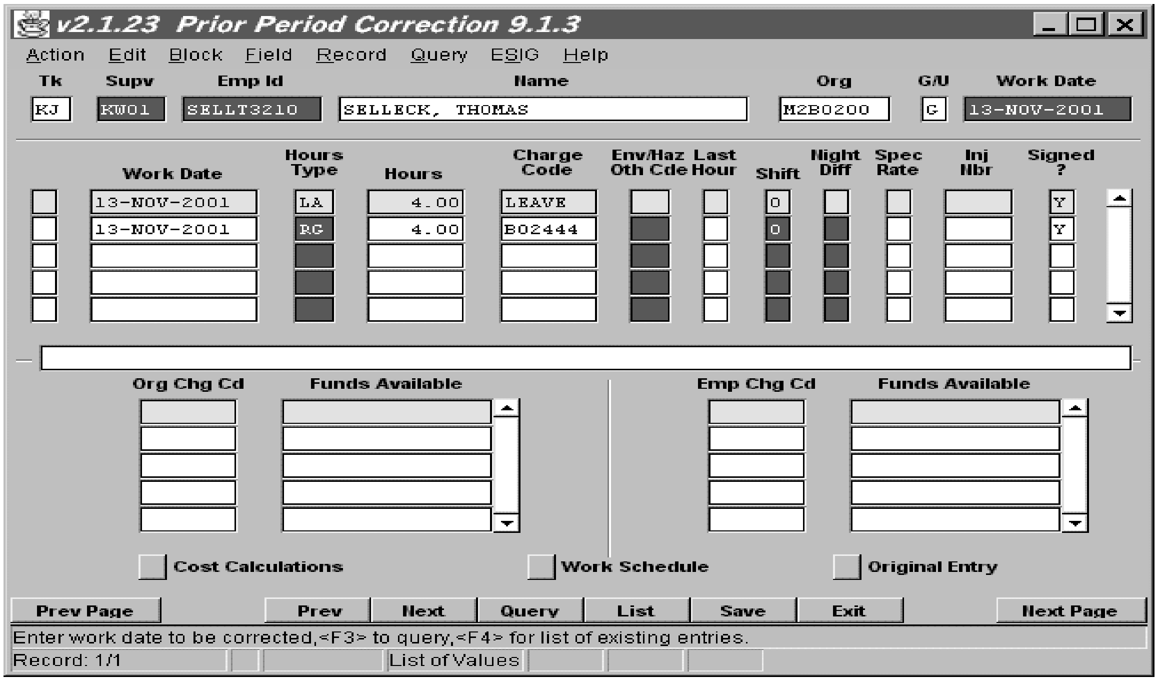
Original transactions will be replaced with the corrected T&A.

- Select <Original Entry> to view original T&A.

- Select <Work Schedule> to view the employee's schedule.

- Press <Shift F5> to delete. After the last record for the day has been removed from the screen, a pop-up window will appear. Select Option 1 to delete previously entered corrections. Option 2 should be chosen only to replace previously reported T&A with no entry for the day. For example, 8 hours of overtime on an employee's regular day off is being replaced with no time, as employee did not work. CEFMS will automatically place '**' in the hours type field. This code indicates to DCPS that T&A is being replaced with no corrected time.

- A carat at the left of the screen indicates a labor cost transfer has taken place, and transaction cannot be reversed as originally entered. In this case, a DCPS on-line correction should be entered by the CSR, and labor corrected in CEFMS via Screen 17.13. The user must have agency rate authority permission to use Screen 17.13.


v2.1.23 Prior Period Correction 9.1.3
Action Edit Block Field Record Query ESIG Help
Org Chg Cd
Funds Available
Emp Chg Cd
Funds Available
☐ Cost Calculations
☐ Work Schedule
☐ Original Entry
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Tk	Supv	Emp Id	Name	Org	G/U	Work Date
KJ	KW01	SELLT3210	SELLECK, THOMAS	M2B0200	G	13-NOV-2001

Work Date	Hours Type	Hours	Charge Code	Env/Haz Oth Cde	Last Hour	Shift	Night Diff	Spec Rate	Inj Nbr	Signed ?
13-NOV-2001	LA	4.00	LEAVE			0				Y
13-NOV-2001	RG	4.00	B02444			0				Y

Enter work date to be corrected,<F3> to query,<F4> for list of existing entries.

Record: 1/1 List of Values

- This screen cannot be used to reverse an entry that originally had a charge code of “DISPUT”.

- This screen can be used to adjust entries falling within the current pay period, as long as the current pay period file has been transmitted to DCPS.

FIELDS

EMP ID	Enter employee's ID number.
WORK DATE	Enter work date to be corrected and press F3 to execute query.

WHAT TO DO NEXT

Modify daily record as needed, and select <Save> to commit, or <Exit> to return to previous screen.

4.2.6 TOD EDITS (PRIOR PERIOD)

SCREENS

Prior Period Tour of Duty Edits
(Screen 9.1.6)

PURPOSE

This screen edits corrected T&A for prior pay periods. Total work and leave hours **must agree with the scheduled TOD for that period**.

HOW TO GET THERE

From the Main Menu, select:

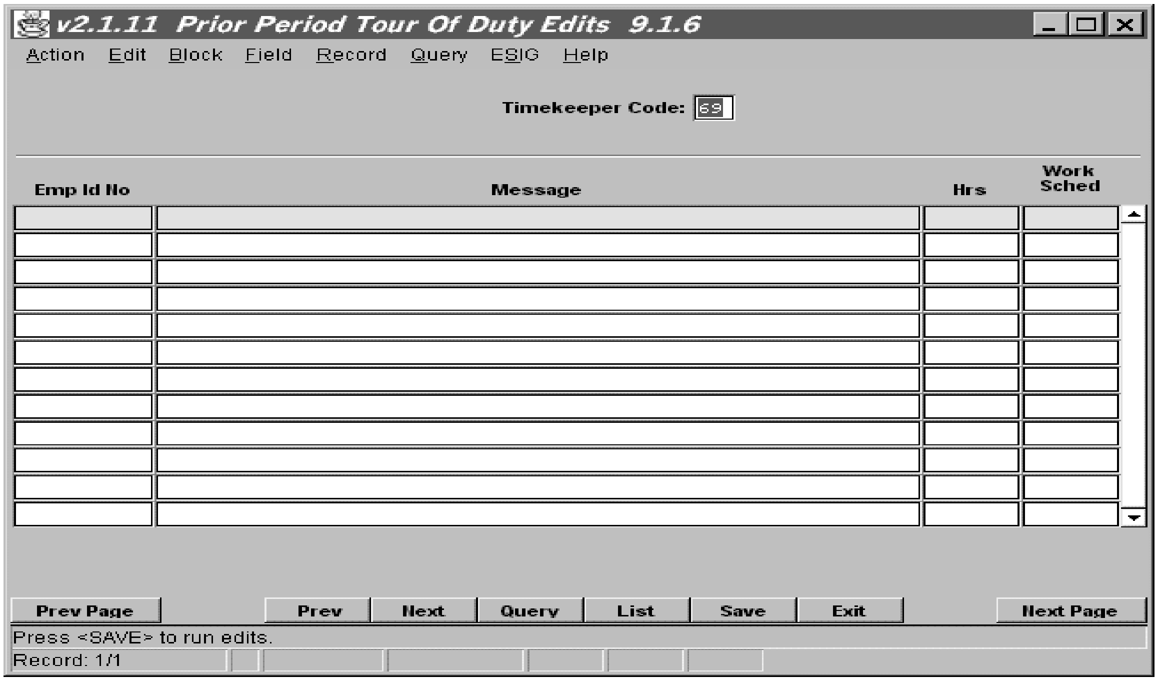
- Financial Management Functions
  - Financial Management
    - Labor/Payroll
      - Timekeeper Functions
        - TOD Edits - Prior Period

or

Enter screen number 9.1.6.

TIPS

Successful completion of TOD edits, allows supervisors to access data for electronic signature.


v2.1.11 Prior Period Tour Of Duty Edits 9.1.6
Action
Edit
Block
Field
Record
Query
ESIG
Help
Emp Id No
Message
Hrs
Work Sched
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Timekeeper Code: 69

Press <SAVE> to run edits.

Record: 1/1

FIELDS

TIMEKEEPER CODE	Enter timekeeper code and select <Save>. Enter the pay period end date and select <End> to execute the edit program.

WHAT TO DO NEXT

If errors are detected, correct erroneous data and rerun edit process.

If no errors are encountered, user may enter 'Y' to approve timesheets and select <Save> to commit, or <Exit> to return to previous screen.

4.2.7 VIEW PAY PERIOD LOAD ERRORS

SCREENS

Begin Pay Period Exception Screen
(Screen 17.11)

PURPOSE

This screen is used to identify pay period exceptions encountered upon opening a new pay period.

HOW TO GET THERE

From the Main Menu, select:

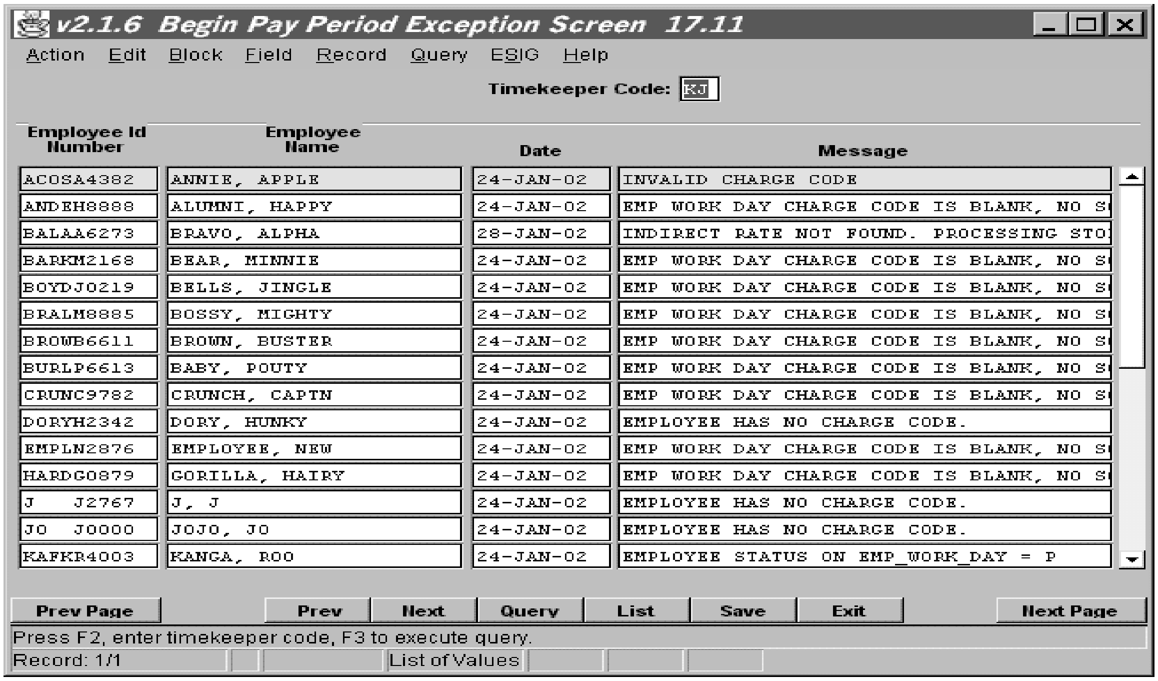
Financial Management Functions
 Financial Management
  Labor/Payroll
   Timekeeper Functions
    View Pay Period Load Errors

or

Enter screen number 17.11

TIPS

- Press F2, enter timekeeper code, and then press F3 to execute query.
- Press <PgDn> to scroll through errors.


v2.1.6 Begin Pay Period Exception Screen 17.11
Action
Edit
Block
Field
Record
Query
ESIG
Help
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page
List of Values

Timekeeper Code: KJ

Employee Id Number	Employee Name	Date	Message
ACOSA4382	ANNIE, APPLE	24-JAN-02	INVALID CHARGE CODE
ANDEH8888	ALUMNI, HAPPY	24-JAN-02	EMP WORK DAY CHARGE CODE IS BLANK, NO S
BALAA6273	BRAVO, ALPHA	28-JAN-02	INDIRECT RATE NOT FOUND. PROCESSING STO
BARKM2168	BEAR, MINNIE	24-JAN-02	EMP WORK DAY CHARGE CODE IS BLANK, NO S
BOYDJ0219	BELLS, JINGLE	24-JAN-02	EMP WORK DAY CHARGE CODE IS BLANK, NO S
BRALM8885	BOSSY, MIGHTY	24-JAN-02	EMP WORK DAY CHARGE CODE IS BLANK, NO S
BROWB6611	BROWN, BUSTER	24-JAN-02	EMP WORK DAY CHARGE CODE IS BLANK, NO S
BURLP6613	BABY, POUTY	24-JAN-02	EMP WORK DAY CHARGE CODE IS BLANK, NO S
CRUNC9782	CRUNCH, CAPTN	24-JAN-02	EMP WORK DAY CHARGE CODE IS BLANK, NO S
DORYH2342	DORY, HUNKY	24-JAN-02	EMPLOYEE HAS NO CHARGE CODE.
EMPLN2876	EMPLOYEE, NEW	24-JAN-02	EMP WORK DAY CHARGE CODE IS BLANK, NO S
HARDG0879	GORILLA, HAIRY	24-JAN-02	EMP WORK DAY CHARGE CODE IS BLANK, NO S
J J2767	J, J	24-JAN-02	EMPLOYEE HAS NO CHARGE CODE.
JO J0000	JOJO, JO	24-JAN-02	EMPLOYEE HAS NO CHARGE CODE.
KAFKR4003	KANGA, ROO	24-JAN-02	EMPLOYEE STATUS ON EMP_WORK_DAY = P

Press F2, enter timekeeper code, F3 to execute query.

Record: 1/1

WHAT TO DO NEXT

Select <Exit> to return to previous screen.

4.2.8 VIEW SUPERVISOR IDENTIFICATION

SCREENS

Supervisor Identification View Screen
(Screen C1.2.1V)

PURPOSE

This screen provides a review of supervisors authorized to electronically sign data by timekeeper/supervisor code combination.

HOW TO GET THERE

From the Main Menu, select:

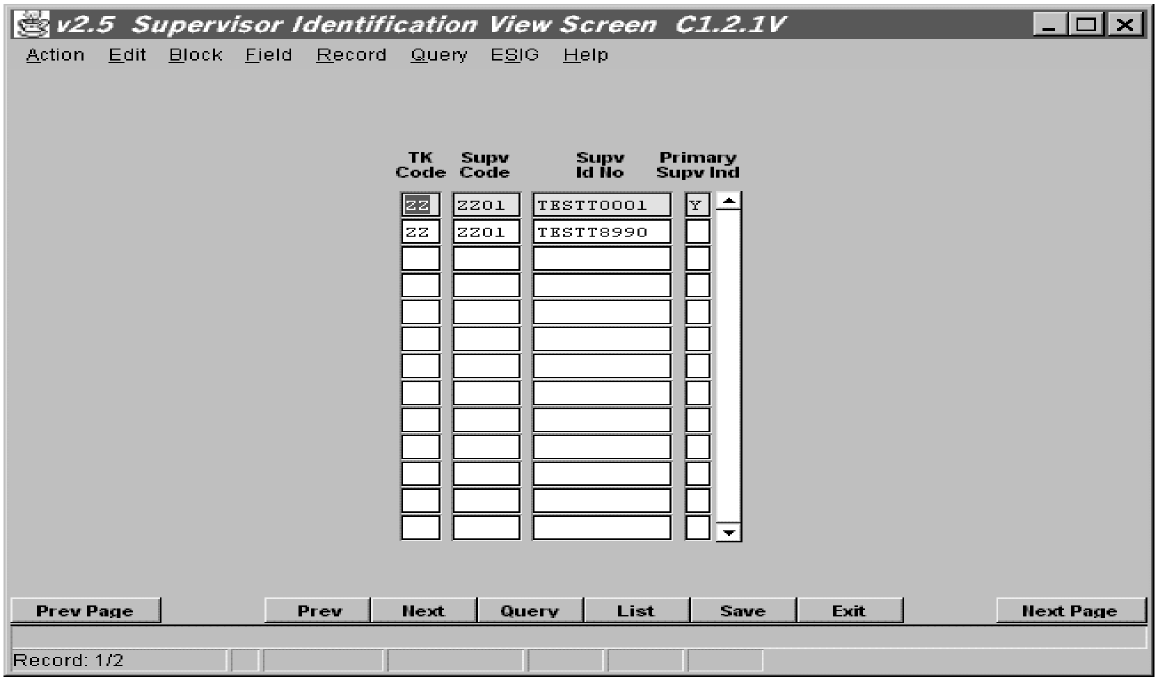
Financial Management Functions
 Financial Management
  Labor/Payroll
   Timekeeper Functions
    View Supervisor Identification

or

Enter screen number C1.2.1V

TIPS

- Notify CSR when changes are required.


v2.5 Supervisor Identification View Screen C1.2.1V
Action
Edit
Block
Field
Record
Query
ESIG
Help
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

TK Code	Supv Code	Supv Id No	Primary Supv Ind
ZZ	ZZ01	TESTT0001	Y
ZZ	ZZ01	TESTT8990	

Record: 1/2

WHAT TO DO NEXT

Press F2, enter search criteria, then press F3 to execute query.

or

Press the down arrow key until desired information is obtained.

4.3 REPORTS

INTRODUCTION

In this section, T&A and labor reports are discussed. Reports may be executed and printed on an as needed basis.

SCREENS

Time & Attendance Report
(Screen 11.4.94)

Labor Cost Report with Certification (Timekeeper or Employee)
(Screen 11.4.91A)

Reports Print/List/Delete Screen
(Screen 11.7)

4.3.1 TIME & ATTENDANCE REPORT

SCREENS

Time & Attendance Report
(Screen 11.4.94)

PURPOSE

This screen allows a user to generate a T&A Report. Reports may be requested for a specific pay period by the timekeeping group, supervisor code, or an employee.

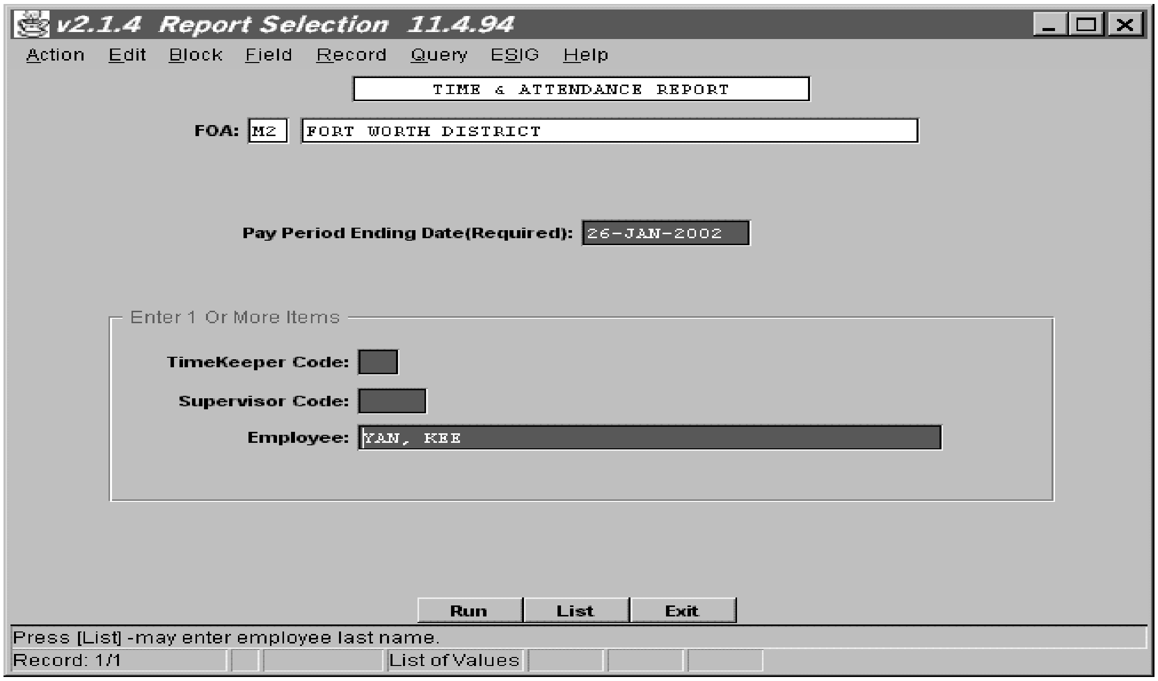
HOW TO GET THERE

From the Main Menu, select:

- Financial Management Functions
  - Financial Management
    - Labor/Payroll
      - Reports
        - Time & Attendance Report

TIPS

- Certified T&A reports are maintained by the local activity.
- Timekeepers may generate reports only for those employees under her timekeeper code or for those for which she is an alternate.


v2.1.4 Report Selection 11.4.94
Action
Edit
Block
Field
Record
Query
ESIG
Help
Run
List
Exit

TIME & ATTENDANCE REPORT

FOA: M2 FORT WORTH DISTRICT

Pay Period Ending Date(Required): 26-JAN-2002

Enter 1 Or More Items

TimeKeeper Code:

Supervisor Code:

Employee: YAN, KEE

Press [List] -may enter employee last name.

Record: 1/1

List of Values

FIELDS

PAY PERIOD ENDING DATE	Required. Enter the ending date of the pay period desired.
TIMEKEEPER CODE	Optional. Enter timekeeper code if only one is desired.
SUPERVISOR CODE	Optional. Enter the supervisor code if only one is desired.
EMPLOYEE	Optional. Enter the employee name if only one is desired.
PRINT/LIST WHEN PRODUCED	Select option to print or list report.

COPIES	Generated. System generated default is 1, but may be changed to obtain the number of copies desired.
PRINTER	Optional. Enter the printer name, or leave blank for default. Press F4 for a list of printers.
DAYS TO RETAIN PRINT FILE	Generated. System generated, but may be changed. Enter the number of days to retain the print file before automatic deletion.
OK TO PROCEED	Required. Enter "Y" to continue or "N" to quit.

WHAT TO DO NEXT

Select <Run> to generate report.

Select <Exit> to return to previous screen.

```
Tmattlab.2.1.25   856                 TIME & ATTENDANCE REPORT                          Page:  1
                                     **  BOTH CERTIFIED AND NOT  **                     Date:  28-JAN-2002
                          **  FOR OFFICIAL USE ONLY – PRIVACY ACT DATA  **

 ORGANIZATION:  LOGISTICS MGMT OFFICE
 NAME:  KEE  YAN                                              SSN:  333333366       T&A THRU:  26-JAN-2002

 DATE         DAY    HRS    HT  S    N    EH       HRS  HT   S    N   EH        HRS  HT   S   N   EH    SUPV    TK
 01/14/2002   MON   1.50    OC  0                  8.00  RG   0                                          KW01    KJ

                                                        NO SIGNATURE


 REMARKS:

 **  TOTALS  **

 REG=     8.00          OVT=     1.50       ALV=       0.00        OLV=      0.00        HOL=      0.00      NON=      0.00
 TOTAL=     9.50
```

4.3.2 LABOR COST REPORT WITH CERTIFICATION (TIMEKEEPER OR EMPLOYEE)

SCREENS

Labor Cost Report with Certification (Timekeeper or Employer)
(Screen 11.4.91A)

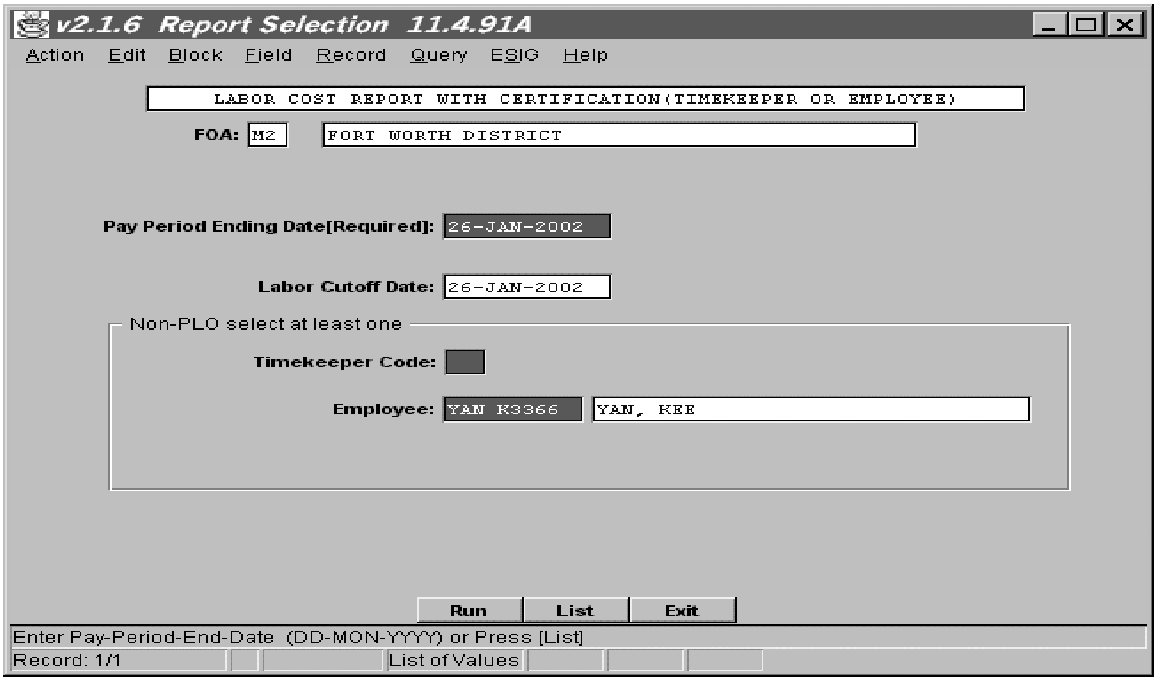
PURPOSE

This screen allows a user to generate a Certified Labor Cost Report. Reports may be requested for a specific pay period by the timekeeping group, supervisor code, or an employee.

HOW TO GET THERE

From the Main Menu, select:

- Financial Management Functions
  - Financial Management
    - Labor/Payroll
      - Reports
        - Labor Cost Report with Certification (Timekeeper or Employee)


v2.1.6 Report Selection 11.4.91A
Action
Edit
Block
Field
Record
Query
ESIG
Help
Run
List
Exit

LABOR COST REPORT WITH CERTIFICATION(TIMEKEEPER OR EMPLOYEE)

FOA: M2 FORT WORTH DISTRICT

Pay Period Ending Date[Required]: 26-JAN-2002

Labor Cutoff Date: 26-JAN-2002

Non-PLO select at least one

Timekeeper Code:

Employee: YAN K3366 YAN, KEE

Enter Pay-Period-End-Date (DD-MON-YYYY) or Press [List]

Record: 1/1 List of Values

FIELDS

TIMEKEEPER CODE	Optional. Enter the timekeeper code to select a report by timekeeping group.
EMPLOYEE	Optional. Enter the employee name to select a report by employee.
PAY PERIOD ENDING DATE	Required. Enter the ending date of the labor report desired.
LABOR CUTOFF DATE	Optional. Enter the ending date for labor reporting.
PRINT/LIST WHEN PRODUCED	Select option to print or list report.

COPIES	Generated. System generated default is 1 but may be changed to obtain the number of copies desired.
PRINTER	Optional. Enter the printer name or leave blank for default. Press F4 for a list of printers.
DAYS TO RETAIN PRINT FILE	Generated. System generated but may be changed. Enter the number of days to retain the print file before automatic deletion.
OK TO PROCEED	Required. Enter "Y" to continue or "N" to quit.

WHAT TO DO NEXT

Select <Run> to generate report.

Select <Exit> to return to previous screen.

```
Certlabr.2.1.20   957                                                                                                         Page:  1
                                                            LABOR COST REPORT WITH CERTIFICATION                              Date:  28-JAN-2002
                                                                                                                              TIME:  15:50:47

ORGANIZATION TITLE:  LOGISTICS MGMT OFFICE
TIMEKEEPER:                 KJ          SUPERVISOR:  KW01
NAME:  YAN K

                                        FLSA:  E         CUTOFF DATE IS:  01/26/2002               PAY PERIOD ENDING:  01/26/2002
********************************************************************************************************************************
CHARGE     WORK    HRS    SH  N  EV
 CODE      ITEM    TYPE   CD  D  HZ   01/13   01/14   01/15   01/16   01/17   01/18   01/19   01/20   01/21   01/22   01/23   01/24   01/25   01/26   TOTAL
********************************************************************************************************************************
B00232    RF6006   OC     0                   1.50                                                                                                  1.50

B00232    RF6006   RG     0                   8.00                                                                                                  8.00

*The above hours were ELECTRONICALLY SIGNED ON:

                                                BY:            is UNKNOWN JOB TITLE:

B00232    RF6006   OC     0                   1.50                                                                                                  1.50

B00232    RF6006   RG     0                   8.00                                                                                                  8.00

*The above hours were ELECTRONICALLY SIGNED ON:  28-JAN-2002

                                                BY:  WILLIAMSLEEWILLIAMSL,  KATHY WOMA  JOB TITLE:  SYSTEMS ACCOUNTANT
********************************************************************************************************************************
Employee Totals:                             19.00                                                                                                 19.00


TOTAL HOURS       REG=        16.00      HOL=                 OVT=           3.00       ALV=                    OLV=            NON=
SP-RATE-HRS=


FOR THESE WORK ITEMS:

RF6006      LOGISTICS
```

```
Certlabr.2.1.20   957                                                                                  Page:  2
                                        LABOR COST REPORT WITH CERTIFICATION                           Date:  28-JAN-2002
                                                                                                       TIME:  15:50:47

                                          SUPERVISOR'S PAGE FOR LABOR REPORTS
                                             FOR SUPERVISOR:  KW01
                                              FOR TIMEKEEPER:  KJ

LABOR-COST FROM:  01/13/2002                                LABOR-COST TO:  01/26/2002
                                                                EMPLOYEE COUNT =  1

*******************************************************************************************************************************
EMPLOYEE:                 REGULAR      HOLIDAY    OVERTIME       ANNUAL LV       OTHER LV    NON-PD L              TOTAL                CERTIFIED
                          SP-RATE                 SP-RATE
*******************************************************************************************************************************
YAN K                        16.00                   3.00                                                          19.00                Y



                                     *********************************************************************
                                     ***   E N D   O F   R E P O R T      - 28-JAN-2002 – 15:50  –  SID M2CEFMP1              ***
                                     *********************************************************************
```

4.3.3 PRINT/LIST/DELETE REPORTS

SCREENS

Reports Print/List/Delete Screen
(Screen 11.7)

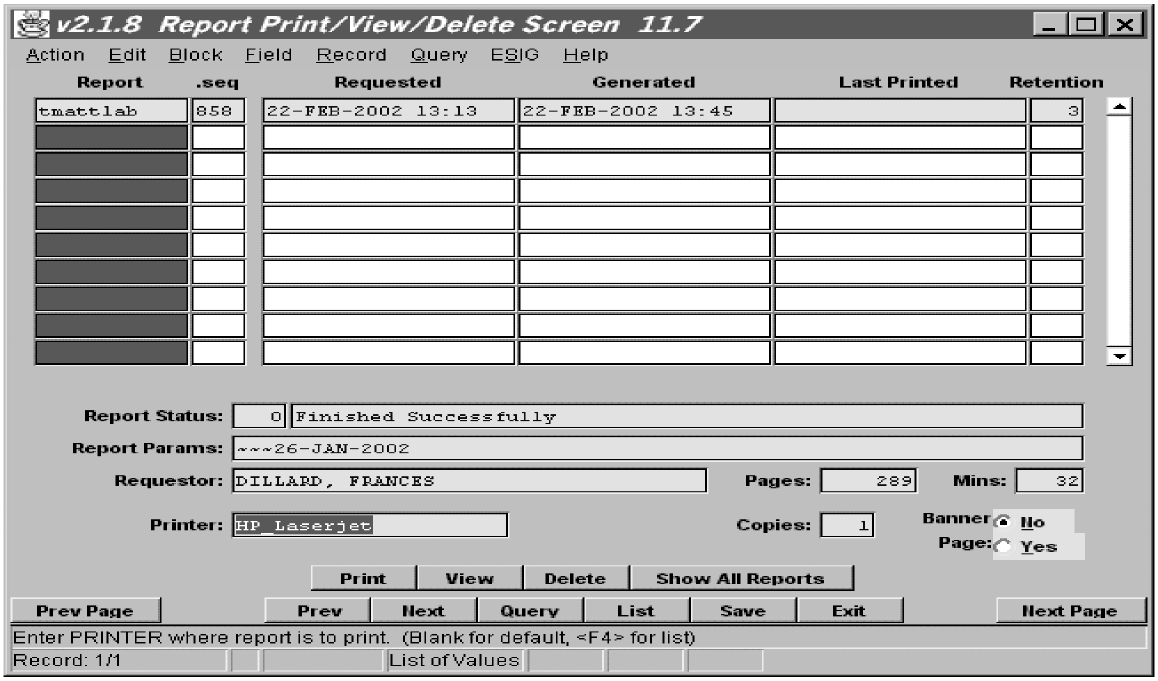
PURPOSE

This screen provides the capability to print, list or delete any report that has been executed. Each executed report is listed in the print queue with a report ID and a system generated sequence number.

HOW TO GET THERE

From the Main Menu, select:

- Financial Management Functions
  - Financial Management
    - Labor Payroll
      - Reports
        - Print/List/Delete Generated Reports


v2.1.8 Report Print/View/Delete Screen 11.7
Action
Edit
Block
Field
Record
Query
ESIG
Help
Print
View
Delete
Show All Reports
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Report	.seq	Requested	Generated	Last Printed	Retention
tmattlab	858	22-FEB-2002 13:13	22-FEB-2002 13:45		3

Report Status: 0 Finished Successfully
Report Params: ~~~26-JAN-2002
Requestor: DILLARD, FRANCES
Pages: 289
Mins: 32
Printer: HP_Laserjet
Copies: 1
Banner Page: ● No ○ Yes

Enter PRINTER where report is to print. (Blank for default, <F4> for list)
Record: 1/1
List of Values

FIELDS

SELECTED REPORT	Required. Enter the report ID and sequence number.
ACTIONS:	
PRINT/VIEW	Optional. Select ‘Print’, ‘View’, or ‘Delete’.
COPIES	Optional. Default value will be displayed.
PRINTER	Optional. Default value provided. Press F4 for list.
DELETE	Generated. Defaults to "N".
RETENTION DAYS	Generated. Defaults to "3" days.

WHAT TO DO NEXT

Select <Exit> to return to previous screen.

4.4 SUPERVISOR FUNCTIONS

INTRODUCTION

The supervisory functions which follow include the electronic certification of time, attendance and labor, and the viewing and/or verification of historical records.

SCREENS

Current Period Time, Attendance & Labor Certification
(Screen 17.7)

Labor Verification View Screen
(Screen 17.9)

Prior Period Time, Attendance and Labor Certification
(Screen 9.1.4)

Prior Period Certification Summary View
(Screen 9.1.4.1)

Retroactive Adjustments View Screen
(Screen 9.1.5)

Retroactive Adjustments Summary View
(Screen 9.1.5.2)

Supervisor Identification View Screen
(Screen C1.2.1V)

4.4.1 SUPERVISOR FUNCTIONS
(CERTIFY CURRENT PERIOD TIME, ATTENDANCE & LABOR)

SCREENS

Current Period Time, Attendance & Labor Certification
(Screen 17.7)

PURPOSE

This screen allows supervisors to review and approve current period time, attendance and labor. Data is certified with an electronic signature card.

Timekeepers may also view data on this screen prior to supervisor certification.

HOW TO GET THERE

From the Main Menu, select:

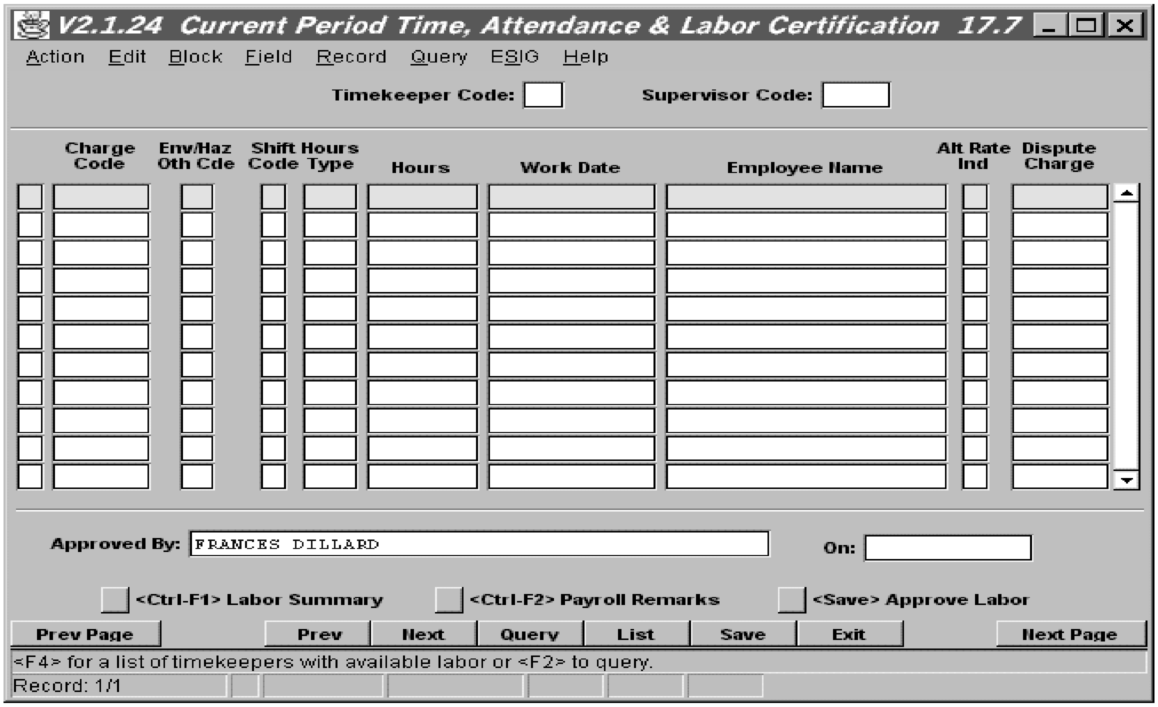
Financial Management Functions
 Financial Management
  Labor/Payroll
   Supervisory Certification/Verification
    Supervisory Certification - Current Period

or

Enter screen number 17.7.

TIPS

- Notify timekeeper of detected errors prior to approving data.
- Only those records certified by the timekeeper will appear for approval.
- If desired, labor may be signed multiple times during the pay period.
- Signed labor should process in the next labor distribution cycle.


V2.1.24 Current Period Time, Attendance & Labor Certification 17.7
Action
Edit
Block
Field
Record
Query
ESIG
Help
Timekeeper Code:
Supervisor Code:
Charge Code
Env/Haz Oth Cde
Shift Code
Hours Type
Hours
Work Date
Employee Name
Alt Rate Ind
Dispute Charge
Approved By:
On:
<Ctrl-F1> Labor Summary
<Ctrl-F2> Payroll Remarks
<Save> Approve Labor
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Approved By: FRANCES DILLARD

<F4> for a list of timekeepers with available labor or <F2> to query.

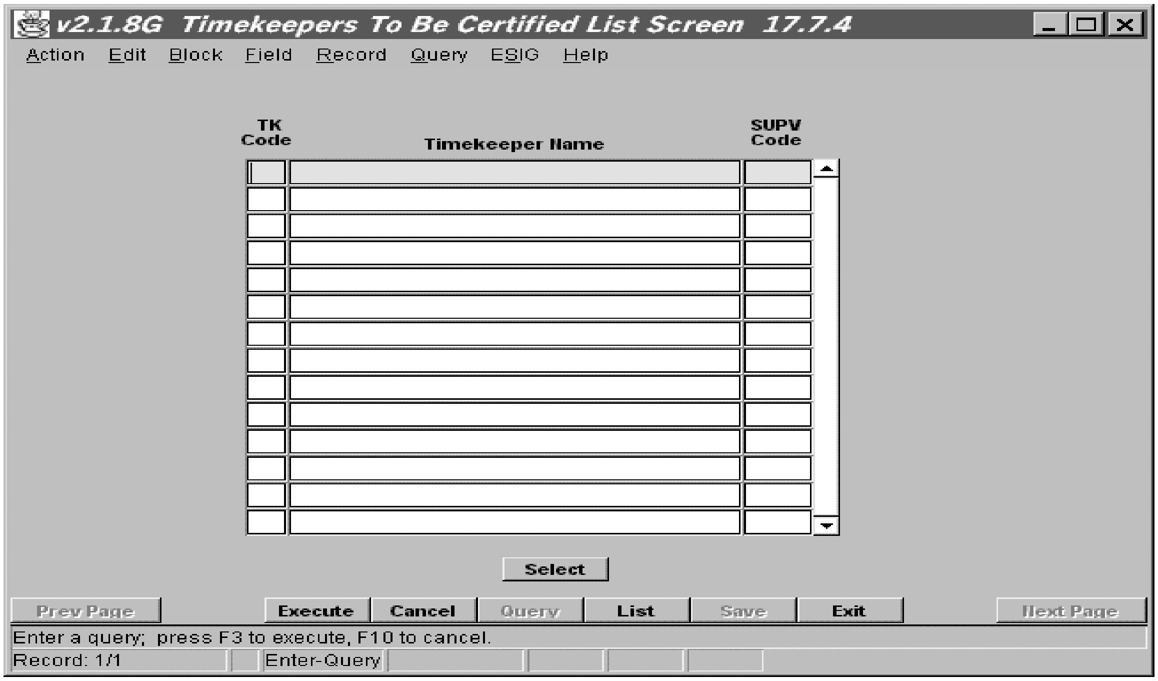
Record: 1/1

FIELDS

TIMEKEEPER CODE	Required. Press F4 and select the appropriate timekeeper/supervisor code combination from Screen 17.7.4.

or

SUPERVISOR CODE	Press F2, enter timekeeper and supervisor code then press F3 to execute query.


v2.1.8G Timekeepers To Be Certified List Screen 17.7.4
Action
Edit
Block
Field
Record
Query
ESIG
Help
TK Code
Timekeeper Name
SUPV Code
Select
Prev Page
Execute
Cancel
Query
List
Save
Exit
Next Page

Enter a query; press F3 to execute, F10 to cancel.

Record: 1/1 Enter-Query

NOTE: List screen will be blank when there are no records awaiting certification.

WHAT TO DO NEXT

Review time, attendance, and labor data. For assistance:

Press F1 to view work item relation and description.

Press the down arrow key to view more records.

Select <Labor Summary> to view summary information by employee.

Select <Payroll Remarks> to view timekeeper's remarks.

Select <Save> to approve/certify. An electronic signature card is required.

Select <Exit> to return to previous screen.

4.4.2 SUPERVISOR FUNCTIONS (VIEW OR VERIFY LABOR DATA)

SCREENS

Labor Verification View Screen
(Screen 17.9)

PURPOSE

These screens allow authorized individuals to view certified labor records and perform data verification with an electronic signature card. A successful verification indicates data has not been altered in any way since the electronic signature was affixed. Verification of data integrity is **optional**.

HOW TO GET THERE

From the Main Menu, select:

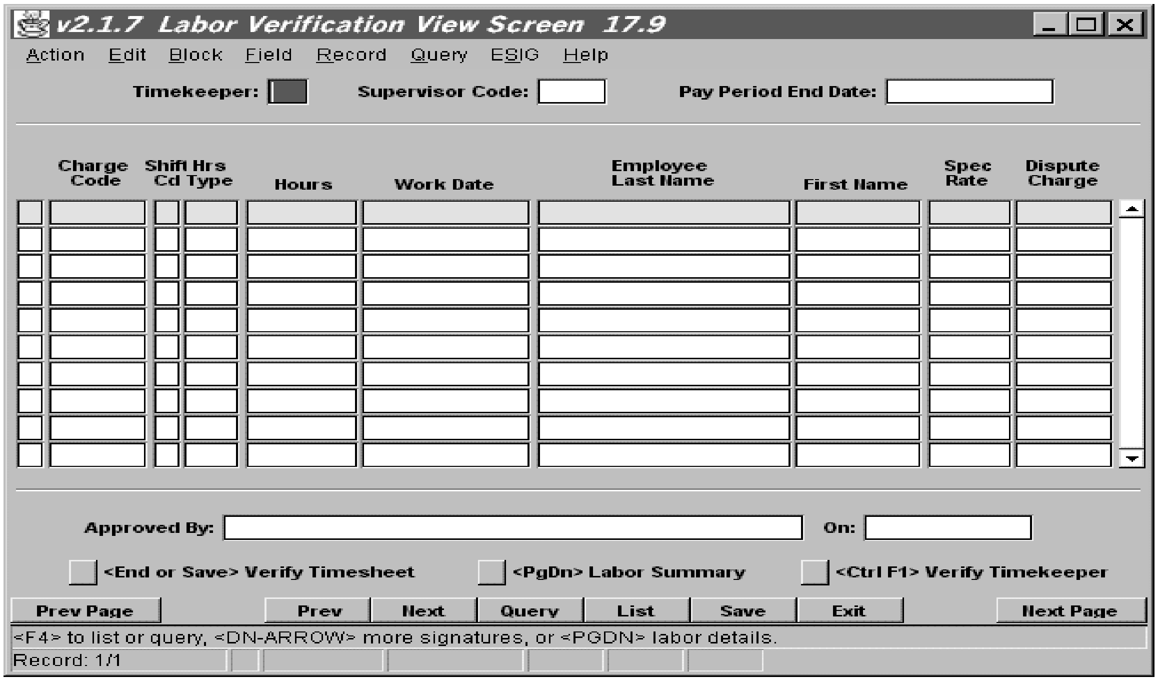
- Financial Management Functions
  - Financial Management
    - Labor/Payroll
      - Supervisory Certification/Verification
        - View/Verify Labor

or

Enter screen number 17.9

TIPS

- Supervisors, timekeepers, and CSRs are authorized to view labor records.
- An electronic signature card is required for verification of data integrity.

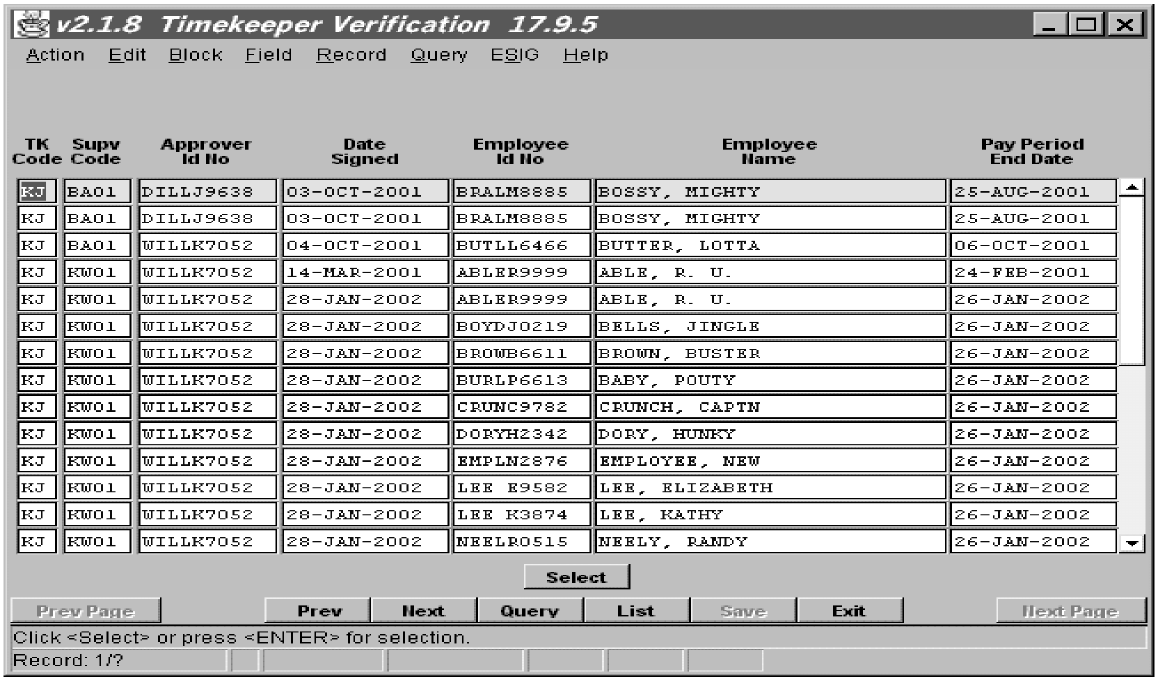

v2.1.7 Labor Verification View Screen 17.9
Action
Edit
Block
Field
Record
Query
ESIG
Help
Timekeeper:
Supervisor Code:
Pay Period End Date:
Charge Code
Shift Cd
Hrs Type
Hours
Work Date
Employee Last Name
First Name
Spec Rate
Dispute Charge
Approved By:
On:
<End or Save> Verify Timesheet
<PgDn> Labor Summary
<Ctrl F1> Verify Timekeeper
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

<F4> to list or query, <DN-ARROW> more signatures, or <PGDN> labor details.

Record: 1/1

FIELDS

TIMEKEEPER thru PAY PERIOD END DATE	Required. Press F4 and select the appropriate timekeeper, supervisor code and pay period end date from Screen 17.9.5 System populates supervisor code and pay period end date.


v2.1.8 Timekeeper Verification 17.9.5
Action
Edit
Block
Field
Record
Query
ESIG
Help
Select
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

TK Code	Supv Code	Approver Id No	Date Signed	Employee Id No	Employee Name	Pay Period End Date
KJ	BA01	DILLJ9638	03-OCT-2001	BRALM8885	BOSSY, MIGHTY	25-AUG-2001
KJ	BA01	DILLJ9638	03-OCT-2001	BRALM8885	BOSSY, MIGHTY	25-AUG-2001
KJ	BA01	WILLK7052	04-OCT-2001	BUTLL6466	BUTTER, LOTTA	06-OCT-2001
KJ	KW01	WILLK7052	14-MAR-2001	ABLER9999	ABLE, R. U.	24-FEB-2001
KJ	KW01	WILLK7052	28-JAN-2002	ABLER9999	ABLE, R. U.	26-JAN-2002
KJ	KW01	WILLK7052	28-JAN-2002	BOYDJ0219	BELLS, JINGLE	26-JAN-2002
KJ	KW01	WILLK7052	28-JAN-2002	BROWB6611	BROWN, BUSTER	26-JAN-2002
KJ	KW01	WILLK7052	28-JAN-2002	BURLP6613	BABY, POUTY	26-JAN-2002
KJ	KW01	WILLK7052	28-JAN-2002	CRUNC9782	CRUNCH, CAPTN	26-JAN-2002
KJ	KW01	WILLK7052	28-JAN-2002	DORYH2342	DORY, HUNKY	26-JAN-2002
KJ	KW01	WILLK7052	28-JAN-2002	EMPLN2876	EMPLOYEE, NEW	26-JAN-2002
KJ	KW01	WILLK7052	28-JAN-2002	LEE E9582	LEE, ELIZABETH	26-JAN-2002
KJ	KW01	WILLK7052	28-JAN-2002	LEE K3874	LEE, KATHY	26-JAN-2002
KJ	KW01	WILLK7052	28-JAN-2002	NEELR0515	NEELY, RANDY	26-JAN-2002

Click <Select> or press <ENTER> for selection.

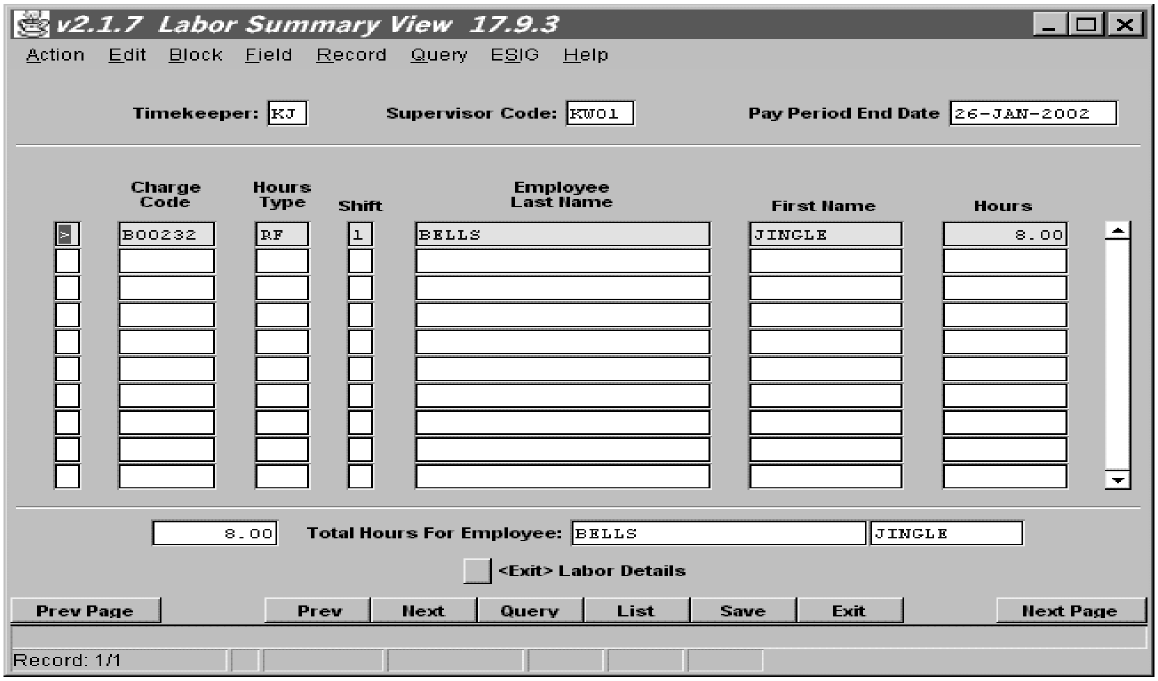
Record: 1/?

WHAT TO DO NEXT

For more information:

Advance cursor to second block then press the down arrow to view more records.

Select <Labor Summary> to view summary information by employee (Screen 17.9.3).


v2.1.7 Labor Summary View 17.9.3
Action
Edit
Block
Field
Record
Query
ESIG
Help
<Exit> Labor Details
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Timekeeper: KJ **Supervisor Code:** KW01 **Pay Period End Date** 26-JAN-2002

Charge Code	Hours Type	Shift	Employee Last Name	First Name	Hours
B00232	RF	1	BELLS	JINGLE	8.00

8.00 **Total Hours For Employee:** BELLS JINGLE

Record: 1/1

WHAT TO DO NEXT

Select <Verify Timesheet> or <Verify Timekeeper> to validate data. An electronic signature card is required.

Select <Exit> to return to previous screen.

4.4.3 SUPERVISOR FUNCTIONS (CERTIFY PRIOR PERIOD TIME, ATTENDANCE AND LABOR)

SCREENS

Prior Period Time, Attendance and Labor Certification
(Screen 9.1.4)

Prior Period Certification Summary View
(Screen 9.1.4.1)

PURPOSE

These screens allow supervisors to review and approve time, attendance and labor corrections for prior pay periods. Certification with an electronic signature card is required.

HOW TO GET THERE

From the Main Menu, select:

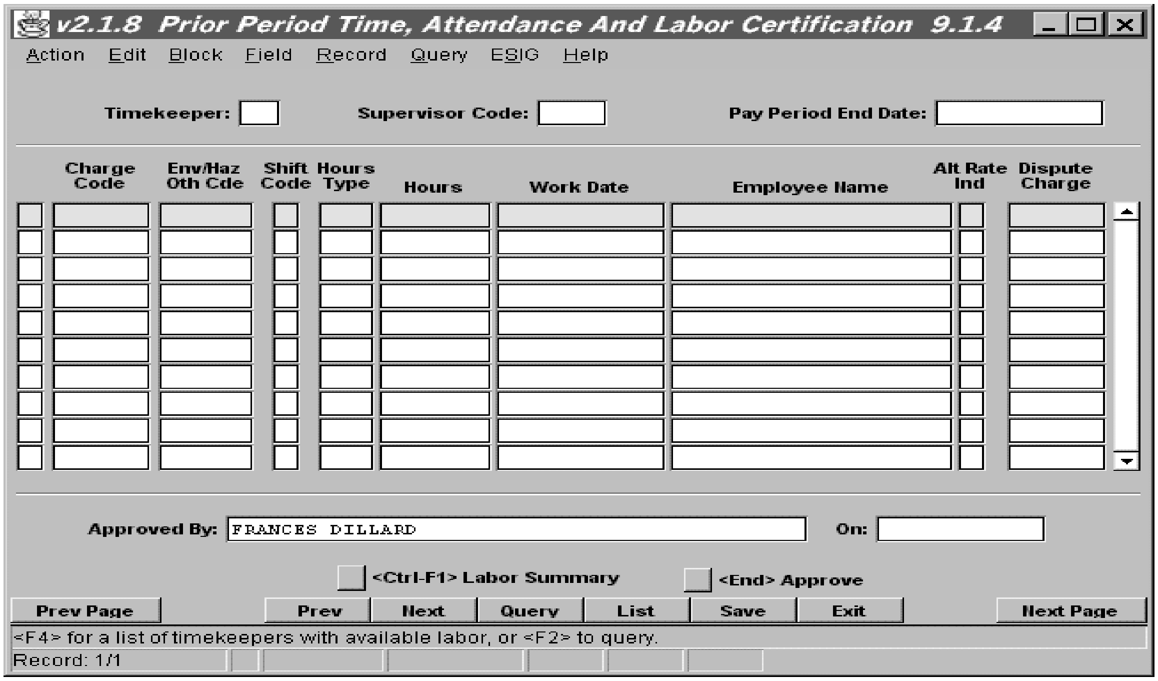
- Financial Management Functions
  - Financial Management
    - Labor/Payroll
      - Supervisory Certification/Verification
        - Supervisory Certification - Prior Period

or

Enter screen number 9.1.4.

TIPS

- Notify timekeeper of detected errors prior to approving data.


v2.1.8 Prior Period Time, Attendance And Labor Certification 9.1.4
Action
Edit
Block
Field
Record
Query
ESIG
Help
Timekeeper:
Supervisor Code:
Pay Period End Date:
Charge Code
Env/Haz Oth Cde
Shift Code
Hours Type
Hours
Work Date
Employee Name
Alt Rate Ind
Dispute Charge
On:
<Ctrl-F1> Labor Summary
<End> Approve
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Approved By: FRANCES DILLARD

<F4> for a list of timekeepers with available labor, or <F2> to query.

Record: 1/1

FIELDS

TIMEKEEPER thru SUPERVISOR CODE	Required. Press F4 and select the appropriate group of records from Screen 9.1.4.2. or Press F2, enter timekeeper and/or supervisor codes. Press F3 to execute query.
PAY PERIOD END DATE	Generated. The system populates pay period. The down arrow key may display additional periods awaiting signature.

WHAT TO DO NEXT

For more information:

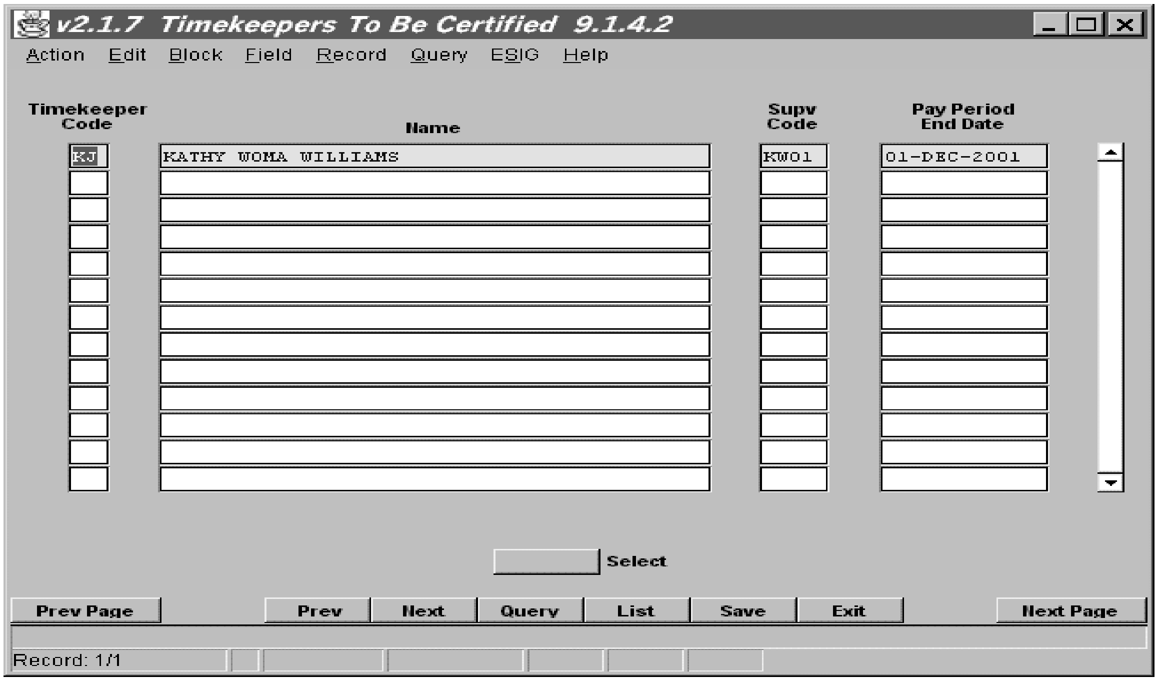
Press F1 to view work item description.

Press the down arrow to view more records.

Select <Labor Summary> to view summary information by employee.

or

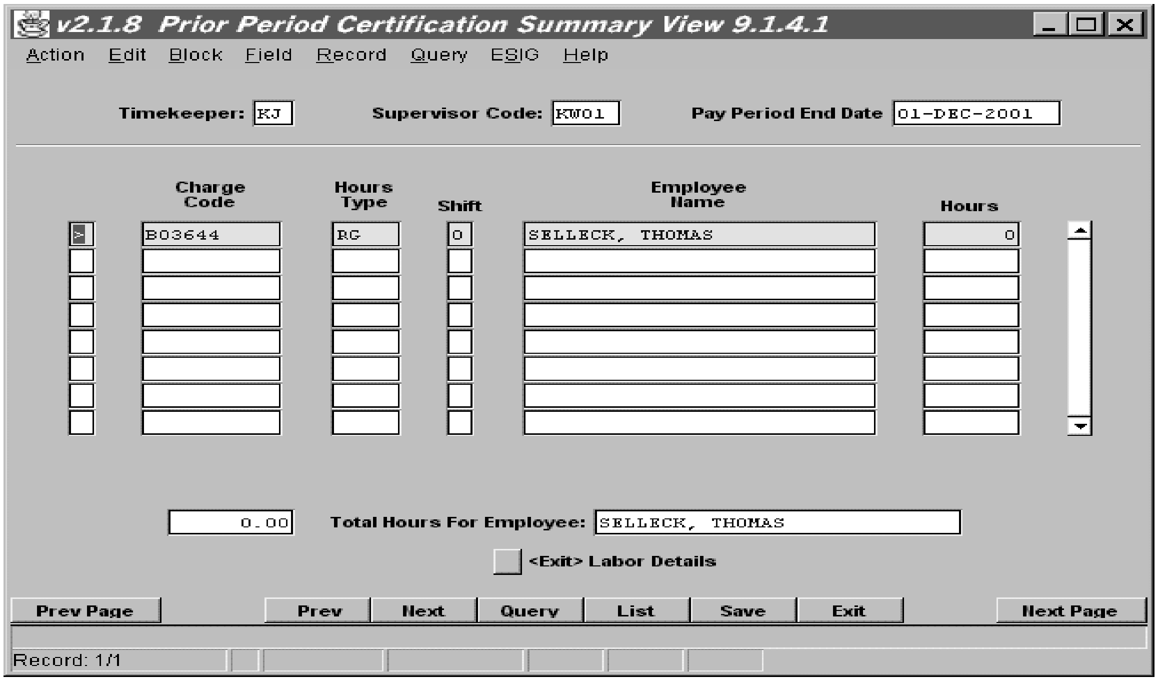
Press <Ctrl F1>.


v2.1.7 Timekeepers To Be Certified 9.1.4.2
Action Edit Block Field Record Query ESIG Help

Timekeeper Code	Name	Supv Code	Pay Period End Date
KJ	KATHY WOMA WILLIAMS	KW01	01-DEC-2001

Select
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page
Record: 1/1

.


v2.1.8 Prior Period Certification Summary View 9.1.4.1
Action
Edit
Block
Field
Record
Query
ESIG
Help
<Exit> Labor Details
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Timekeeper: KJ

Supervisor Code: KW01

Pay Period End Date 01-DEC-2001

Charge Code	Hours Type	Shift	Employee Name	Hours
B03644	RG	0	SELLECK, THOMAS	0

0.00 Total Hours For Employee: SELLECK, THOMAS

Record: 1/1

Select <End> to approve/certify or <Exit> to return to previous page.

4.4.4 SUPERVISOR FUNCTIONS
(VIEW OR VERIFY RETROACTIVE ADJUSTMENTS)

SCREENS

Retroactive Adjustments View Screen
(Screen 9.1.5)

Retroactive Adjustments Summary View
(Screen 9.1.5.2)

PURPOSE

These screens allow authorized individuals to view retroactive changes to certified time, attendance and labor records and to perform data verification with an electronic signature card. A successful verification indicates data has not been altered in any way since the electronic signature was affixed. Verification of data integrity is **optional**.

HOW TO GET THERE

From the Main Menu, select:

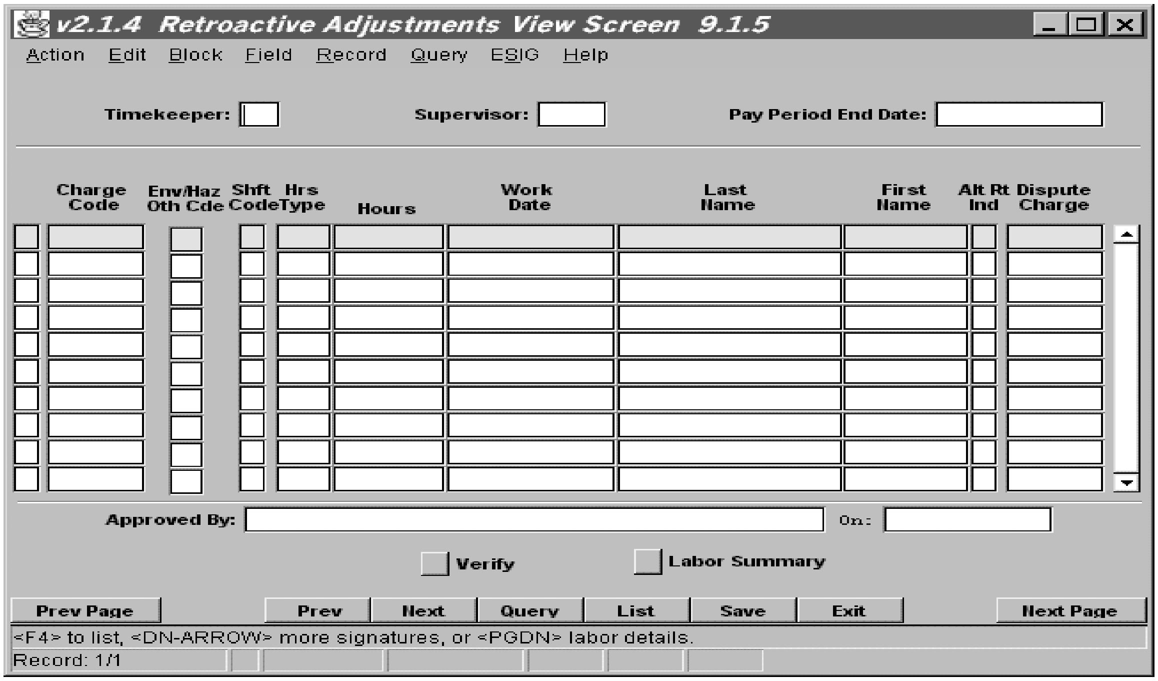
- Financial Management Functions
  - Financial Management
    - Labor/Payroll
      - Supervisory Certification/Verification
        - View/Verify Retroactive Adjustments

or

Enter screen number 9.1.5.

TIPS

- Supervisors, timekeepers, and CSRs are authorized to view labor adjustment records.
- An electronic signature card is required for verification of data integrity.

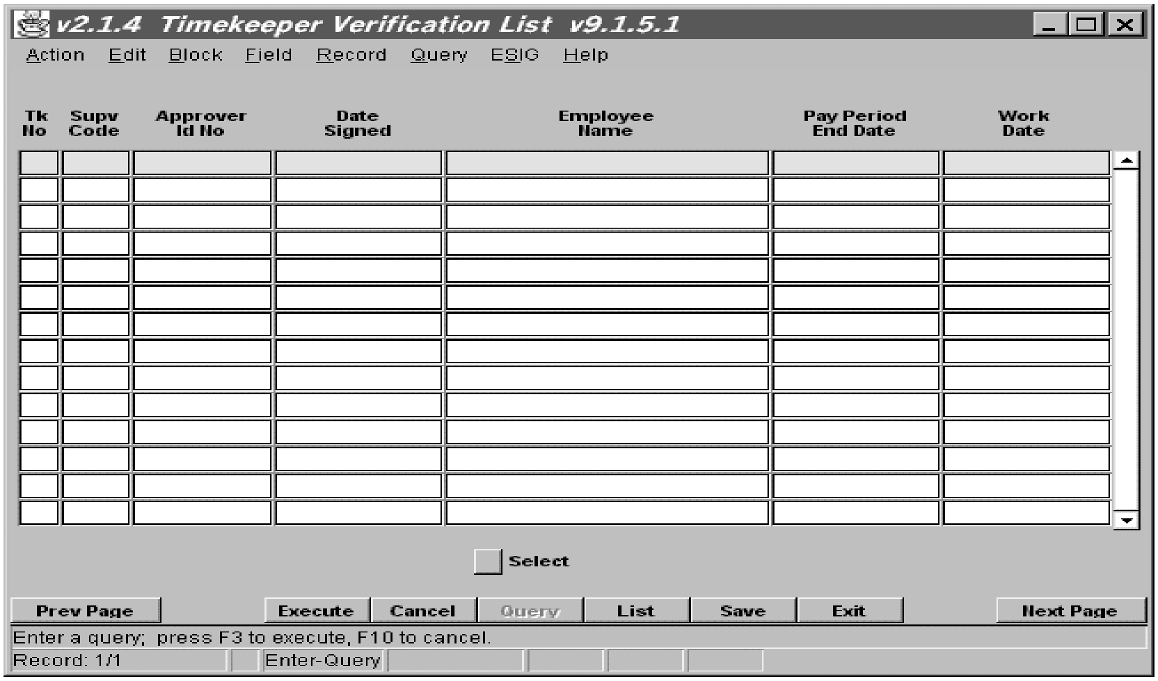

v2.1.4 Retroactive Adjustments View Screen 9.1.5
Action Edit Block Field Record Query ESIG Help
Timekeeper:
Supervisor:
Pay Period End Date:
Charge Code
Env/Haz Oth Cde
Shft Code
Hrs Type
Hours
Work Date
Last Name
First Name
Alt Rt Ind
Dispute Charge
Approved By:
On:
Verify
Labor Summary
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

<F4> to list, <DN-ARROW> more signatures, or <PGDN> labor details.

Record: 1/1

FIELDS

TIMEKEEPER thru PAY PERIOD END DATE	Required. Press F4, and select the appropriate timekeeper, supervisor code and pay period end date from Screen v9.1.5.1. System populates all remaining fields.


v2.1.4 Timekeeper Verification List v9.1.5.1
Action
Edit
Block
Field
Record
Query
ESIG
Help
Tk No
Supv Code
Approver Id No
Date Signed
Employee Name
Pay Period End Date
Work Date
Select
Prev Page
Execute
Cancel
Query
List
Save
Exit
Next Page

Enter a query; press F3 to execute, F10 to cancel.

Record: 1/1

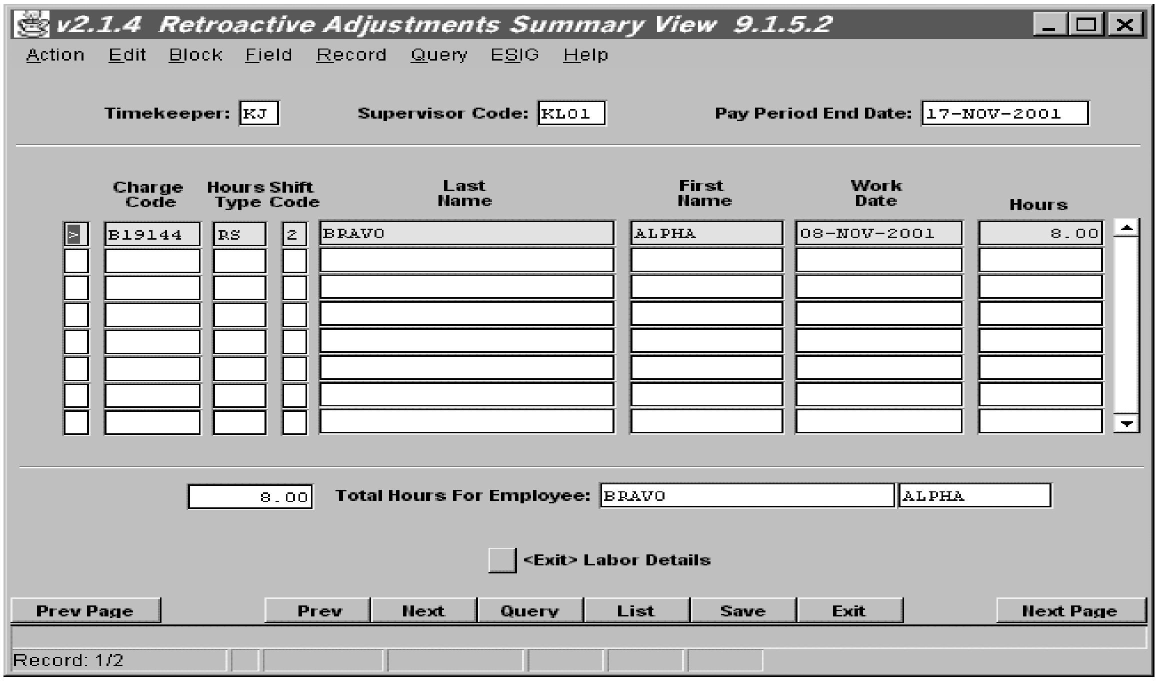
Enter-Query

WHAT TO DO NEXT

For more information:

Press the down arrow to view more records.

Select <Labor Summary> to view summary information by employee.


v2.1.4 Retroactive Adjustments Summary View 9.1.5.2
Action Edit Block Field Record Query ESIG Help
<Exit> Labor Details
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page

Timekeeper: KJ Supervisor Code: KL01 Pay Period End Date: 17-NOV-2001

Charge Code	Hours Type	Shift Code	Last Name	First Name	Work Date	Hours
B19144	RS	Z	BRAVO	ALPHA	08-NOV-2001	8.00

8.00 Total Hours For Employee: BRAVO ALPHA

Record: 1/2

Select <Verify> to validate data integrity or <Exit> to return to previous page.

4.4.5 SUPERVISOR FUNCTIONS (VIEW AUTHORIZED SUPERVISORS)

SCREENS

Supervisor Identification View Screen
(Screen C1.2.1V)

PURPOSE

This screen provides a review of supervisors authorized to electronically sign data by timekeeper/supervisor code combination.

HOW TO GET THERE

From the Main Menu, select:

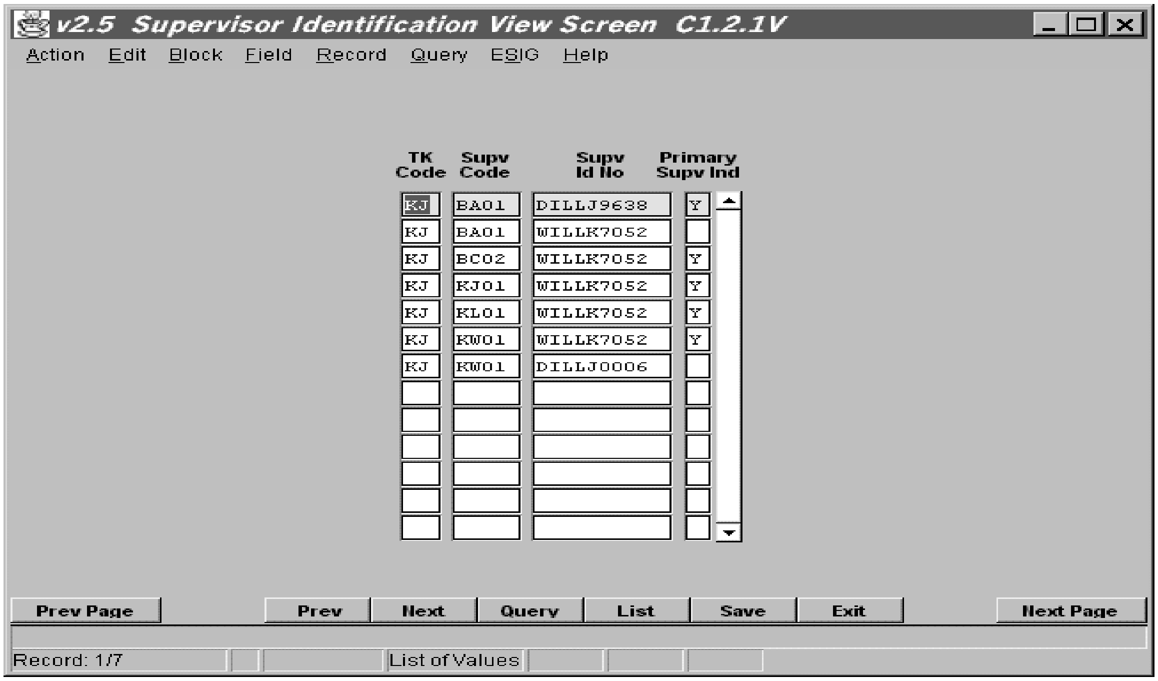
- Financial Management Functions
  - Financial Management
    - Labor/Payroll
      - Supervisory Certification/Verification
        - View Supervisor Identification

or

Enter screen number C1.2.1V.

TIPS

- Notify the CSR when changes are required.


v2.5 Supervisor Identification View Screen C1.2.1V
Action
Edit
Block
Field
Record
Query
ESIG
Help
Prev Page
Prev
Next
Query
List
Save
Exit
Next Page
Record: 1/7
List of Values

TK Code	Supv Code	Supv Id No	Primary Supv Ind
KJ	BA01	DILLJ9638	Y
KJ	BA01	WILLK7052	
KJ	BC02	WILLK7052	Y
KJ	KJ01	WILLK7052	Y
KJ	KL01	WILLK7052	Y
KJ	KW01	WILLK7052	Y
KJ	KW01	DILLJ0006	

WHAT TO DO NEXT

Press F2, enter search criteria then press F3 to execute query.

or

Press the down arrow key until desired information is obtained.

APPENDIX A

TYPE HOUR CODES

TYPE HOUR CODES
QUICK REFERENCE

PAY TYPE CODES

RG - REGULAR, (GRADED)
RF - REGULAR, FIRST SHIFT (UNGRADED)
RS - REGULAR, SECOND SHIFT (UNGRADED)
RT - REGULAR, THIRD SHIFT (UNGRADED)
RX - REGULAR, EMERGENCY TIME

OS - OVERTIME, SCHEDULED
OU - OVERTIME, UNSCHEDULED
OX - OVERTIME, UNSCHEDULED EXCEPTION
OC - OVERTIME, CALLBACK
OA - ADDITIONAL FLSA HOURS
ON - OVERTIME SCHEDULED, NOT WORKED - COURT/MILITARY LEAVE/TRAUMATIC INJURY/DATE OF DEATH

SG - SUNDAY WORK, (GRADED)
SF - SUNDAY WORK, FIRST SHIFT (UNGRADED)
SS - SUNDAY WORK, SECOND SHIFT (UNGRADED)
ST - SUNDAY WORK, THIRD SHIFT (UNGRADED)

HG - HOLIDAY WORK, (GRADED)
HF - HOLIDAY WORK, FIRST SHIFT (UNGRADED)
HS - HOLIDAY WORK, SECOND SHIFT (UNGRADED)
HT - HOLIDAY WORK, THIRD SHIFT (UNGRADED)
HC - HOLIDAY WORK, CALLBACK

TYPE HOUR CODES
QUICK REFERENCE (Cont.)

LEAVE CODES - PAID

LA - ANNUAL
LB - ADVANCED ANNUAL
LC - COURT
LF - FORCED ANNUAL
LG - ADVANCED SICK
LH - HOLIDAY
LI - MILITARY, DC GUARD
LJ - SHORE
LK - HOME
LL - LAW ENFORCEMENT
LM - MILITARY
LN - ADMINISTRATIVE
LP - ANNUAL, RESTORED #3
LQ - ANNUAL, RESTORED #2
LR - ANNUAL, RESTORED #1
LS - SICK
LT - TRAUMATIC INJURY (COP)
LU - DATE OF TRAUMATIC INJURY
LV - EXCUSED ABSENCE
LW - EDUCATOR, IN-SCHOOL BREAKS
LX - NONWORK, PAID (DEATH OR SABBATICAL)
LY - TIME OFF AWARD (LEAVE)

TYPE HOUR CODES
QUICK REFERENCE (Cont.)

LEAVE CODES - NONPAID

KA - LWOP
KB - SUSPENSION
KC - AWOL
KD - OFFICE OF WORKERS' COMPENSATION PROGRAM (OWCP)
KE - FURLOUGH
KG - MILITARY FURLOUGH (CALLED TO ACTIVE DUTY)

COMPENSATORY CODES

CC - COMPENSATORY TIME CALLBACK
CE - COMPENSATORY TIME EARNED
CT - COMPENSATORY TIME TAKEN
CA - RELIGIOUS COMPENSATORY TIME TAKEN
CR - RELIGIOUS COMPENSATORY TIME EARNED
CD - CREDIT HOURS EARNED
CN - CREDIT HOURS TAKEN

ENVIRONMENTAL/HAZARD CODES
QUICK REFERENCE

ENVIRONMENTAL (GS - PAY STATUS/WG - ACTUAL EXPOSURE)

Code		Description	GS%	WG%
EA	-	FLYING	25	100
EB	-	HIGH WORK	25	25
EC	-	FLOATING TARGETS	-	15
ED	-	DIRTY WORK	-	4
EE	-	COLD WORK	-	4
EF	-	HOT WORK	4	4
EG	-	WELDING PREHEATED METALS	-	4
EH	-	MICRO-SOLDERING OR WIRE WELDING AND ASSEMBLY	-	4
EK	-	EXPOSURE TO HAZARDOUS WEATHER OR TERRAIN	25	25
EL	-	UNSHORED WORK	25	25
EM	-	GROUND WORK BENEATH HOVERING HELICOPTER	25	15
EN	-	HAZARDOUS BOARDING OR LEAVING OF SURFACE CRAFT	25	15
EP	-	CARGO HANDLING DURING LIGHTENING OPERATIONS	25	8
ER	-	DUTY ABOARD SURFACE CRAFT	25	15
ES	-	WORK AT EXTREME HEIGHTS	-	50
ET	-	FIBROUS GLASS WORK	-	6
EV	-	HIGH VOLTAGE ELECTRICAL ENERGY	-	50
EW	-	WELDING, CUTTING, OR BURNING IN CONFINED SPACES	-	6
FA	-	DUTY ABOARD SUBMERGED VESSEL	25	50
FB	-	EXPLOSIVES AND INCENDIARY MATERIAL - HIGH DEGREE	25	8

ENVIRONMENTAL/HAZARD CODES
QUICK REFERENCE (Cont.)

ENVIRONMENTAL (GS - PAY STATUS/WG - ACTUAL EXPOSURE) (Cont.)

			GS%	WG%
FC	-	EXPLOSIVES AND INCENDIARY MATERIAL - LOW DEGREE	-	4
FD	-	POISONS (TOXIC CHEMICALS) - HIGH DEGREE	25	8
FE	-	POISONS (TOXIC CHEMICALS) - LOW DEGREE	-	4
FF	-	MICRO-ORGANISMS - HIGH DEGREE	25	8
FG	-	MICRO-ORGANISMS - LOW DEGREE	-	4
FH	-	PRESSURE CHAMBER AND CENTRI-FUGAL STRESS	25	8
FI	-	THERMAL-CHAMBER TEST	25	-
FK	-	WORK IN FUEL STORAGE TANKS	25	8
FL	-	FIREFIGHTING - HIGH DEGREE	25	25
FM	-	FIREFIGHTING - LOW DEGREE	25	8
FN	-	EXPERIMENTAL LANDING/RECOVERY EQUIPMENT TESTS	25	8
FP	-	LAND IMPACT OR PAD ABORT OF SPACE VEHICLES	25	8
FR	-	MASS EXPLOSIVES AND/OR INCENDIARY MATERIAL	-	4
FS	-	DUTY ABOARD AIRCRAFT CARRIER	25	4
FT	-	PARTICIPATING IN MISSILE LIQUID OR SOLID PROPULSION SITUATIONS	25	8
FU	-	DIVER-TENDER PAYS	-	100[1]
FV	-	ASBESTOS	8	8

---

[1] 100% OF SECOND STEP OF A WG10 WILL BE PAID IN LIEU OF THE SCHEDULED RATE OF EMPLOYEE (UNLESS SCHEDULED RATE IS HIGHER).

ENVIRONMENTAL/HAZARD CODES
QUICK REFERENCE (Cont.)

ENVIRONMENTAL (GS - PAY STATUS/WG - ACTUAL EXPOSURE) (Cont.)

			GS%	WG%
FW	-	DIVING	25	175[2]
FX	-	WORKING IN PRESSURIZED SONAR DOMES	8	-
FY	-	WORKING IN NONPRESSURIZED SONAR DOMES	4	-
FZ	-	EXPERIMENTAL PARACHUTE JUMPS	25	-

ENVIRONMENTAL (WG-POWER PLANT RATE SCHEDULE)

			WG%
E1	-	OVER HEIGHT WORK	100%
E2	-	SPRAY BOOTH OPERATION	$.50
E3	-	SANDBLASTING	$.20
E4	-	PAINT	TC Level I[3]
E5	-	CARPENTER	TC Level I[3]
E6	-	LIVE LINE MAINTENANCE	$2.00
F5	-	FIREFIGHTING	25%
F6	-	EXPLOSIVE HDL	25%

---

[2] 175% OF SECOND STEP OF WG10 WILL BE PAID IN LIEU OF THE SCHEDULED RATE OF EMPLOYEE (UNLESS SCHEDULED RATE IS HIGHER).

[3] TRADE CRAFT LEVEL I RATE OF PAY.

REPRESENTATIONAL CODES

BA - NEGOTIATIONS

BD - LABOR/MANAGEMENT RELATIONSHIP

BK - GRIEVANCE AND APPEALS

OFFICIAL TIME ALLOTTED EMPLOYEES FOR UNION AND OTHER REPRESENTATIONAL FUNCTIONS WILL BE REPORTED IN THE ENV/HZ/OTH FIELD.

FAMILY MEDICAL LEAVE CODES

DA	-	BIRTH OF SON/DAUGHTER OR CARE OF NEWBORN
DB	-	ADOPTION OR FOSTER CARE
DC	-	CARE FOR SPOUSE, SON, DAUGHTER, OR PARENT WITH A SERIOUS HEALTH CONDITION
DD	-	SERIOUS HEALTH CONDITION OF EMPLOYEE

FAMILY LEAVE CODES WILL BE REPORTED WITH THE APPLICABLE LEAVE CODES (LS, LA, LB, LG, KA, LQ, LR, CT AND CN). THESE CODES, DA, DB, DC, DD, DE and DF WILL BE REPORTED IN THE ENV/HAZ/OTH FIELD.

FAMILY FRIENDLY LEAVE CODES

DE	FFL FAMILY CARE/BEREAVEMENT – SICK LEAVE TAKEN TO 1) PROVIDE CARE FOR A FAMILY MEMBER, 2) MAKE ARRANGEMENTS NECESSITATED BY THE DEATH OF A FAMILY MEMBER OR ATTEND THE FUNERAL OF A FAMILY MEMBER
DF	SICK LEAVE FOR ADOPTION PURPOSES – SICK LEAVE TAKEN FOR PURPOSES RELATING TO THE ADOPTION OF A CHILD

FAMILY FRIENDLY LEAVE CODES WILL BE REPORTED WITH THE APPLICABLE LEAVE CODES (LS AND LG). THE CODES DE AND DF WILL BE REPORTED IN THE ENV/HAZ/OTH FIELD.

TYPE HOUR CODES
EXPANDED REFERENCE

PAY TYPE CODES/DEFINITIONS

RG - STRAIGHT TIME PAY FOR GRADED EMPLOYEES REGARDLESS OF SCHEDULED HOURS WORKED.

RF - STRAIGHT TIME PAY FOR UNGRADED EMPLOYEES WHO WORK FIRST SHIFT.

RS - STRAIGHT TIME PLUS 7.5% SHIFT PAY FOR UNGRADED EMPLOYEES WHO WORK SECOND SHIFT.

RT - STRAIGHT TIME PLUS 10% SHIFT PAY FOR UNGRADED EMPLOYEES WHO WORK THIRD SHIFT.

RX - REGULAR - EMERGENCY TIME. MAY BE INPUT FOR EMPLOYEE WHEN SITUATION PRECLUDES RECEIPT OF ACTUAL T&A. MAY BE INPUT ON THE LOCAL HOLIDAY TABLE FOR ALL OF THE PAYROLL OFFICE, AN ACTIVITY, OR AN ORGANIZATION.

OS - SCHEDULED OVERTIME. ADDITIONAL WORK HOURS SCHEDULED IN ADVANCE, AS DEFINED IN FPM 610. GRADED EMPLOYEES' NIGHT DIFFERENTIAL, WHEN APPROPRIATE, IS PAYABLE ON SCHEDULED OVERTIME. UNGRADED EMPLOYEES' SHIFT DIFFERENTIAL ENTITLEMENT IS DETERMINED AND SET BY DCPS.

OU - UNSCHEDULED OVERTIME ON SCHEDULED WORKDAY. (ADDITIONAL HOURS OF WORK NOT SCHEDULED IN ADVANCE, AS DEFINED IN FPM 610). THIS CODE IS ALSO USED TO REPORT LAW ENFORCEMENT OFFICERS• ADDITIONAL HOURS WORKED FOR WHICH AN ANNUAL PREMIUM IS PAID FOR ADMINISTRATIVELY UNCONTROLLABLE HOURS. NIGHT DIFFERENTIAL FOR GRADED EMPLOYEES IS NOT PAYABLE ON UNSCHEDULED OVERTIME. SHIFT DIFFERENTIAL ENTITLEMENT FOR UNGRADED EMPLOYEES IS DETERMINED AND SET BY THE SYSTEM. THIS CODE MAY NOT BE USED ON A NONSCHEDULED WORKDAY UNLESS THE EMPLOYEE IS A FIREFIGHTER OR FIRE CHIEF, OR A FOREIGN NATIONAL FIREFIGHTER OR FIRE CHIEF. IF AN EMPLOYEE• S AWS CODE IS 3, 4, 5, OR 7, THIS CODE IS NOT PERMITTED UNLESS VALID REGULAR HOURS ARE ALSO REPORTED FOR THE SAME DAY. IF THE EMPLOYEE IS A LAW ENFORCEMENT OFFICER OR ASSIGNED ANNUAL PREMIUM FOR ADMINISTRATIVELY UNCONTROLLABLE OVERTIME, THIS CODE MAY BE USED ON ANY DAY OF THE PAY PERIOD REGARDLESS OF AWS CODE.

TYPE HOUR CODES
EXPANDED REFERENCE (Cont.)

OX - UNSCHEDULED OVERTIME EXCEPTION. THIS CODE CAN BE USED ON A NONSCHEDULED WORKDAY. THIS CODE IS ALSO USED TO REPORT OVERTIME FOR EMPLOYEES ON AN INTERMITTENT WORK SCHEDULE.

OC - UNSCHEDULED CALLBACK OVERTIME. ADDITIONAL HOURS OF WORK NOT SCHEDULED IN ADVANCE, AS DEFINED IN FPM 610, ON A DAY WHEN WORK WAS NOT SCHEDULED. THIS CODE IS ALSO USED TO REPORT ADDITIONAL HOURS OF WORK FOR AN EMPLOYEE ***REQUIRED*** TO RETURN TO HIS PLACE OF WORK. THE ACTUAL TIME WORKED MUST BE ENTERED. THE SYSTEM WILL DETERMINE THE DIFFERENCE BETWEEN THE ACTUAL TIME WORKED ON CALLBACK AND THE TWO HOUR MINIMUM ENTITLEMENT UNDER TITLE 5 AND WILL PAY ACCORDINGLY. THE SYSTEM WILL DETERMINE WHICH SHIFT IS PAYABLE TO UNGRADED EMPLOYEES WHO WORK OVERTIME CALLBACK HOUR MINIMUM ENTITLEMENT UNDER TITLE 5 AND WILL PAY ACCORDINGLY. THE SYSTEM WILL DETERMINE WHICH SHIFT IS PAYABLE TO UNGRADED EMPLOYEES WHO WORK OVERTIME CALLBACK.

OA - ADDITIONAL FLSA HOURS. THIS CODE IS USED WHEN THE HOURS ARE CONSIDERED "HOURS OF WORK" UNDER FLSA ONLY. THIS INCLUDES TIME SPENT TRAVELING DURING REGULAR HOURS OF WORK ON A NONWORKDAY; LAW ENFORCEMENT OFFICERS• LUNCH PERIODS; THE EIGHT HOURS SET ASIDE FOR EATING AND SLEEPING FOR FIREFIGHTERS WHO WORK AN ADDITIONAL SHIFT WHERE THE • RULE IS APPLICABLE (THE OTHER 16 HOURS PAYABLE ARE REPORTED AS OX OR OU).

ON - OVERTIME SCHEDULED BUT NOT WORKED. THIS ENTITLEMENT EXISTS WHEN AN EMPLOYEE WAS UNABLE TO WORK SCHEDULED OVERTIME BECAUSE OF MILITARY LEAVE, COURT LEAVE, TRAUMATIC INJURY LEAVE, OR ON DATE OF DEATH.

TYPE HOUR CODES
EXPANDED REFERENCE (Cont.)

SG - SUNDAY PAY FOR FULL-TIME GRADED EMPLOYEES WHEN SUNDAY IS A REGULARLY SCHEDULED WORKDAY DURING THE ADMINISTRATIVE WORKWEEK. T&A WILL EDIT TO ENSURE THAT SUNDAY PREMIUM IS PAYABLE TO THIS EMPLOYEE.

SF - SUNDAY PAY FOR FULL-TIME UNGRADED FIRST SHIFT EMPLOYEES WHEN SUNDAY IS A REGULARLY SCHEDULED WORKDAY. T&A WILL EDIT TO ENSURE THAT SUNDAY PREMIUM IS PAYABLE TO THIS EMPLOYEE.

SS - SUNDAY PAY, INCLUDING SHIFT DIFFERENTIAL, FOR FULL-TIME UNGRADED SECOND SHIFT EMPLOYEES WHEN SUNDAY IS A REGULARLY SCHEDULED WORKDAY. T&A WILL EDIT TO ENSURE THAT SUNDAY PREMIUM IS PAYABLE TO THIS EMPLOYEE.

ST - SUNDAY PAY, INCLUDING SHIFT DIFFERENTIAL, FOR FULL-TIME UNGRADED THIRD SHIFT EMPLOYEES WHEN SUNDAY IS A REGULARLY SCHEDULED WORKDAY. T&A WILL EDIT TO ENSURE THAT SUNDAY PREMIUM IS PAYABLE TO THIS EMPLOYEE.

HG - HOLIDAY PAY FOR GRADED EMPLOYEES WHO WORK ON THE HOLIDAY.

HF - HOLIDAY PAY FOR UNGRADED FIRST SHIFT EMPLOYEES WHO WORK ON THE HOLIDAY.

HS - HOLIDAY PAY PLUS SHIFT DIFFERENTIAL FOR UNGRADED SECOND SHIFT EMPLOYEES WHO WORK ON THE HOLIDAY.

HT - HOLIDAY PAY PLUS SHIFT DIFFERENTIAL FOR UNGRADED THIRD SHIFT EMPLOYEES WHO WORK ON THE HOLIDAY.

HC - HOLIDAY WORK CALLBACK DURING REGULARLY SCHEDULED WORK HOURS. THE ACTUAL TIME WORKED MUST BE ENTERED TO ENSURE CORRECT CALCULATION OF PAY. DCPS WILL DETERMINE THE DIFFERENCE BETWEEN THE ACTUAL TIME WORKED ON CALLBACK AND THE TWO HOUR MINIMUM ENTITLEMENT UNDER TITLE 5 AND WILL PAY ACCORDINGLY. DCPS WILL DEFAULT TO THE SHIFT CODE ASSIGNED UNLESS A TEMPORARY SHIFT OVERRIDE IS INPUT.

TYPE HOUR CODES
EXPANDED REFERENCE (Cont.)

NOTE: IF AN EMPLOYEE IS SCHEDULED TO WORK ON A SUNDAY, WHICH IS ALSO THE EMPLOYEE• S HOLIDAY, THE ***HOLIDAY PAY TYPE CODE (H) IS INPUT IN LIEU OF THE SUNDAY PAY TYPE CODE (S).*** DCPS WILL PAY BOTH THE SUNDAY AND THE HOLIDAY.

LEAVE CODES - PAID/DEFINITIONS

LA - ANNUAL LEAVE. THIS CODE CAN ALSO BE USED TO ADVANCE ANNUAL LEAVE. IF THE ORGANIZATION HAS BLANKET LEAVE AUTHORIZED, A "3" IS SET IN THE BLANKET LEAVE ADVANCE INDICATOR OF THE ORGANIZATION RECORD OR IF AN EMPLOYEE HAS A PREAUTHORIZED ADVANCE LEAVE AMOUNT, A "2" IS SET IN THE BLANKET LEAVE ADVANCE INDICATOR. THIS CODE, WHEN USED WITH AN INJURY NUMBER, WILL BE COUNTED AS ONE (1) DAY OF COP.

NOTE: FOR EMPLOYEES ON DONATED LEAVE FOR "FAMILY", THIS CODE MUST BE INPUT AND DCPS WILL CONVERT TO DONATED.

LB - ADVANCED ANNUAL LEAVE. THIS CODE IS USED IF AN ACTIVITY HAS APPROVED ADVANCED ANNUAL LEAVE COMING IN ON THE SDA. A "1" IS SET IN THE BLANKET LEAVE ADVANCE INDICATOR OF THE ORGANIZATION RECORD.

LC - COURT LEAVE.

LF - FORCED ANNUAL LEAVE. THE USAGE OF THIS CODE IS THE SAME AS FOR REGULAR ANNUAL LEAVE (CODE LA). THIS CODE GIVES MANAGEMENT THE OPTION OF DISTINGUISHING BETWEEN ANNUAL LEAVE DIRECTED TO BE TAKEN AND ANNUAL LEAVE USED AT THE REQUEST OF THE EMPLOYEE.

LG - ADVANCED SICK LEAVE.

LH - HOLIDAY LEAVE. FIREFIGHTERS ARE NOT ELIGIBLE FOR HOLIDAYS. FIRE CHIEFS/INSPECTORS MAY BE ENTITLED TO HOLIDAY LEAVE, BUT THE SYSTEM WILL NOT GENERATE NOR DISPLAY THE "LH" FOR THAT DAY. PART-TIME EMPLOYEES ARE NOT ELIGIBLE TO USE THIS CODE FOR “IN-LIEU” OF HOLIDAYS.

TYPE HOUR CODES
EXPANDED REFERENCE (Cont.)

LI - DC GUARD - MILITARY LEAVE. FOR MEMBERS OF THE NATIONAL GUARD OF THE DISTRICT OF COLUMBIA FOR ALL DAYS OF PARADE OR ENCAMPMENT.

LJ - SHORE LEAVE.

LK - HOME LEAVE.

LL - LAW ENFORCEMENT LEAVE.

LM - MILITARY LEAVE.

LN - ADMINISTRATIVE LEAVE.

LP - RESTORED ANNUAL LEAVE ACCOUNT #3. IF THE EMPLOYEE• S ANNUAL LEAVE BALANCE IS INSUFFICIENT TO COVER REPORTED ANNUAL LEAVE AND RESTORED ANNUAL LEAVE ACCOUNTS #1 AND #2 ARE INSUFFICIENT, DCPS WILL DEFAULT TO THIS CODE. AT THE END OF THE LEAVE YEAR ANY REMAINING BALANCE WILL BE MOVED TO LEAVE CODE LQ.

LQ - RESTORED ANNUAL LEAVE ACCOUNT #2. IF THE EMPLOYEE• S ANNUAL LEAVE BALANCE IS INSUFFICIENT TO COVER REPORTED ANNUAL LEAVE AND RESTORED ANNUAL LEAVE ACCOUNT #1 IS INSUFFICIENT, DCPS WILL DEFAULT TO THIS CODE. AT THE END OF THE LEAVE YEAR ANY REMAINING BALANCE WILL BE MOVED TO LEAVE CODE LR.

LR - RESTORED ANNUAL LEAVE ACCOUNT #1. THIS IS THE OLDEST ACCOUNT IN THE EMPLOYEE• S LEAVE RECORD. THE RESTORED BALANCE IN THIS ACCOUNT SHOULD BE USED FIRST. WHEN THE ANNUAL LEAVE BALANCE IS INSUFFICIENT TO COVER ANNUAL LEAVE REPORTED VIA TIME AND ATTENDANCE, DCPS WILL DEFAULT TO THIS CODE. AT THE END OF THE LEAVE YEAR, ANY BALANCE REMAINING IN THIS ACCOUNT WILL BE FORFEITED AND CANNOT BE RESTORED.

LS - SICK LEAVE. THIS CODE CAN ALSO BE USED TO ADVANCE SICK LEAVE IF EMPLOYEE HAS PREAUTHORIZED AMOUNT SET IN MASTER LEAVE HISTORY RECORD AND NO SICK LEAVE IS AVAILABLE. THIS CODE WHEN USED WITH AN INJURY NUMBER WILL BE COUNTED AS ONE (1) DAY OF COP.

TYPE HOUR CODES
EXPANDED REFERENCE (Cont.)

NOTE: FOR EMPLOYEES ON DONATED LEAVE FOR "SELF" THIS CODE MUST BE INPUT AND DCPS WILL CONVERT TO DONATED.

LT - ABSENCE BECAUSE OF A TRAUMATIC INJURY COVERED UNDER THE PROVISIONS OF CONTINUATION OF PAY (COP). REQUIRES INJURY NUMBER (MMDD). DO NOT USE ON DATE OF INJURY. (SEE HOUR TYPE "LU" BELOW.)

LU - DATE OF INJURY. HOURS OF NONWORK DUE TO TRAUMATIC INJURY, CHARGEABLE TO ADMINISTRATIVE LEAVE. DO NOT USE AFTER DATE OF INJURY. (SEE HOUR TYPE "LT" ABOVE.) DO NOT USE INJURY NUMBER. MAY BE REPORTED WITHOUT HOURS IF APPLICABLE.

LV - EXCUSED ABSENCE ON A REGULARLY SCHEDULED WORKDAY SUCH AS EXCUSED ABSENCE DUE TO TARDINESS. EMPLOYEE MAY BE EXCUSED FOR TARDINESS UNDER TITLE 5, BUT THE PERIOD EXCUSED IS NOT INCLUDABLE UNDER FLSA.

LW - EDUCATOR’S NONWORK DAY DURING THE SCHOOL YEAR. SCHOOL BREAKS SUCH AS CHRISTMAS AND THANKSGIVING WHEN THEY ARE NOT WORKING BUT RECEIVE PRORATED PAY.

LX - PERIODS OF NONWORK WHICH ARE PAYABLE UNDER TITLE 5 SUCH AS DATE OF DEATH, OR SABBATICAL. IF EMPLOYEE STATUS CODE EQUALS "V" FOR SABBATICAL LEAVE, T&A WILL GENERATE THIS CODE. IF GENERATED, THIS CODE MAY NOT BE OVERRIDDEN.

LY - TIME OFF AWARD (LEAVE) GIVEN IN LIEU OF CASH AWARD (UP TO 80 HOURS PER YEAR).

TYPE HOUR CODES
EXPANDED REFERENCE (Cont.)

LEAVE CODES - NONPAID/DEFINITIONS

KA - LEAVE WITHOUT PAY. IF THE EMPLOYEE STATUS CODE EQUALS "L" FOR EXTENDED LWOP, T&A WILL GENERATE THIS CODE. IF GENERATED, THIS CODE MAY NOT BE OVERRIDDEN.

KB - SUSPENSION. IF THE EMPLOYEE STATUS CODE EQUALS "B" FOR SUSPENSION, T&A WILL GENERATE THIS CODE. IF GENERATED, THIS MAY NOT BE OVERRIDDEN.

KC - AWOL

KD - OWCP. EMPLOYEE IS IN A NONPAY STATUS DUE TO RECEIVING COMPENSATION FROM THE OFFICE OF WORKER'S COMPENSATION PROGRAMS. IF EMPLOYEE STATUS CODE EQUALS "W" FOR EXTENDED OWCP, T&A WILL GENERATE THIS CODE. IF GENERATED, THIS CODE MAY NOT BE OVERRIDDEN. LEAVE IS ACCRUED/PRORATED IN ACCORDANCE WITH THE FPM. THESE NONPAY HOURS ARE NOT INCLUDED IN THE NONPAY HOURS USED FOR LEAVE ACCRUAL REDUCTION OR COUNTED IN THE HOURS OF NONPAY USED FOR WITHIN GRADE INCREASES.

KE - FURLOUGH - LACK OF WORK. IF EMPLOYEE STATUS CODE EQUALS "F" FOR FURLOUGH, T&A WILL GENERATE THIS CODE. IF GENERATED, THIS CODE MAY NOT BE OVERRIDDEN.

KG - MILITARY FURLOUGH. IF EMPLOYEE STATUS CODE EQUALS "M" FOR MILITARY FURLOUGH, T&A WILL GENERATE THIS CODE. IF GENERATED, THIS CODE MAY NOT BE OVERRIDDEN. LEAVE IS ACCRUED/PRORATED IN ACCORDANCE WITH THE FPM. THESE NONPAY HOURS ARE NOT INCLUDED IN THE NONPAY HOURS USED FOR LEAVE ACCRUAL REDUCTION OR COUNTED IN HOURS OF NONPAY USED FOR WITHIN GRADE INCREASES.

COMPENSATORY CODES/DEFINITIONS

CC - COMPENSATORY TIME CALLBACK. INPUT THE ACTUAL TIME WORKED. IF LESS THAN THE 2 HOUR MINIMUM, DCPS WILL CALCULATE THE DIFFERENCE BETWEEN ACTUAL TIME AND 2 HOURS FOR PAY PURPOSES AS APPLICABLE AND WILL RECORD 2 HOURS TO THE COMPENSATORY TIME BALANCE.

TYPE HOUR CODES
EXPANDED REFERENCE (Cont.)

CE - COMPENSATORY TIME EARNED.

CT - COMPENSATORY TIME TAKEN.

CA - RELIGIOUS COMPENSATORY TIME TAKEN. THIS CODE WILL REDUCE ANY AVAILABLE EARNED RELIGIOUS TIME BALANCE. IF NO BALANCE OF EARNED HOURS IS AVAILABLE, UP TO 40 HOURS WILL BE ADVANCED.

CR - RELIGIOUS COMPENSATORY TIME EARNED.

CD - CREDIT HOURS EARNED. EMPLOYEE MUST HAVE AN ALTERNATE WORK SCHEDULE OF 1 - 5, D OR E, AND BE APPROVED AT ACTIVITY LEVEL. MAXIMUM OF 24 HOURS UPON ACTIVITY APPROVAL. ANY SEPARATION PAYMENT WILL BE AT STRAIGHT TIME.

CN - CREDIT HOURS USED.

APPENDIX B

OTHER TIME AND ATTENDANCE CODES

SHIFT CODES

0 - GRADED EMPLOYEE

1 - FIRST SHIFT - UNGRADED EMPLOYEE

2 - SECOND SHIFT - UNGRADED EMPLOYEE

3 - THIRD SHIFT - UNGRADED EMPLOYEE

4 - ROTATING SHIFT - UNGRADED EMPLOYEE ***AND*** LT, AND LU TYPE HOUR CODES ON RDO DAYS.[4]

J[5] - OCONUS ENTITLEMENT

---

[4] FOR GRADED ***AND*** UNGRADED EMPLOYEES TO BE INPUT IN SHIFT FIELD FOR TYPE HOUR CODES OF LT (TRAUMATIC INJURY), AND LU (DAY OF INJURY) ON REGULAR DAYS OFF (RDO).

[5] ANY ALPHA NUMERIC CODE (EXCLUDING 0-4) MAY BE DESIGNATED FOR OVERSEAS ENTITLEMENT COSTING OF LABOR.

WORK SCHEDULE CODES

F - FULL-TIME

G - FULL-TIME SEASONAL

H - FULL-TIME ON CALL

I - INTERMITTENT

J - INTERMITTENT SEASONAL

P - PART-TIME

Q - PART-TIME SEASONAL

R - PART-TIME ON CALL

S - PART-TIME JOB SHARER

T - PART-TIME SEASONAL JOB SHARER

T&A STATUS CODES

A - ACTIVE

P[6] - PENDING SEPARATION

X[7] - DECEASED

---

[6] THE EFFECTIVE DATE OF THE STATUS CHANGE MUST BE THE EMPLOYEE’S DATE OF SEPARATION (LAST DAY OF WORK).

[7] THE EFFECTIVE DATE OF THE STATUS CHANGE MUST BE THE DATE OF THE EMPLOYEE’S DEATH.

TEMPORARY POSITION CODES

A - 89 DAYS OR LESS

B - 90 DAYS TO LESS THAN ONE YEAR

C - ONE YEAR OR GREATER

EMPLOYEE TYPE CODES

B - SENIOR EXECUTIVE SERVICE (SES)

C - CONSULTANT/EXPERT (INTERMITTENT WITH A DAILY PAY RATE)

D - PHYSICIAN

E - EXECUTIVE

F - (U.S. - FIRE PROTECTION PERSONNEL WITH 112, 120 OR 144 HOURS SCHEDULED PER PAY PERIOD)

H - FUTURE USE - SECTION 6 TEACHERS

L - LAW ENFORCEMENT OFFICER

P - PROFESSOR/FACULTY EMPLOYEES (ACCELERATED FEHB DEDUCTIONS)

R - REGULAR - GRADED AND UNGRADED EMPLOYEES

S - STANDBY PREMIUM

T - DODDS TEACHERS OR PRINCIPALS

U - ADMINISTRATIVE UNCONTROLLABLE OVERTIME ANNUAL PREMIUM

V - TITLE 32/NATIONAL GUARD TECHNICIANS

W - FOREIGN NATIONAL - REGULAR

X - FOREIGN NATIONAL - FIRE PROTECTION PERSONNEL WITH 112, 120 OR 144 HOURS SCHEDULED PER PAY PERIOD.

APPENDIX C

ALTERNATE WORK SCHEDULE (AWS) CODES

ALTERNATE WORK SCHEDULE (AWS) CODES
QUICK REFERENCE FOR FULL-TIME EMPLOYEES

0 - NOT ON AWS

1 - FLEXITOUR[8]

2 - GLIDING SCHEDULE[8]

3 - VARIABLE DAY SCHEDULE[8]

4 - VARIABLE WEEK SCHEDULE[8]/[9]
(Employee Request)

5 - MAXIFLEX WORK SCHEDULE[8]/[9]
(Employee Request)

6 - COMPRESSED WORK SCHEDULE[9]
(80 Hours Biweekly)

7 - FIRST FORTY[9]

8 - COMPRESSED WORK SCHEDULE[9]
(40 Hours Weekly)

D - VARIABLE WEEK SCHEDULE[8]/[9]
(Activity Request)

E - MAXIFLEX WORK SCHEDULE[8]/[9]
(Activity Request)

---

[8] SCHEDULE PERMITS USE OF CREDIT HOURS AT ACTIVITY DISCRETION.

[9] SCHEDULE ALLOWS FEWER THAN 10 WORKDAYS IN THE BIWEEKLY PERIOD.

ALTERNATE WORK SCHEDULE (AWS) CODES
QUICK REFERENCE FOR FULL-TIME EMPLOYEES (Cont.)

CODE	IN/OUT TIME	HOURS IN DAY	HOURS IN WEEK	HOURS BIWEEKLY
0	SET	8/9*/12*/24*	40/56*/60*	80/112*/120*/144*
1	SET	8	40	80
2	VARIES	8	40	80
3	VARIES	VARIES	40	80
4	VARIES	VARIES	VARIES	80
5	VARIES	VARIES	VARIES	80
6	SET	SET	VARIES	80
7	VARIES	VARIES	40	80
8	SET	SET	40	80
D	VARIES	VARIES	VARIES	80
E	VARIES	VARIES	VARIES	80

* FIRE CHIEF/FIRE INSPECTOR/FIREFIGHTER.

ALTERNATE WORK SCHEDULE (AWS) CODES
EXPANDED REFERENCE

NOTE: THE BRIEF DEFINITIONS BELOW ARE FOR FULL-TIME EMPLOYEES. SEE FPM 610 FOR A COMPLETE DESCRIPTION FOR BOTH FULL-TIME AND PART-TIME EMPLOYEES.

CODES		DEFINITIONS
0	NOT ON AWS	EMPLOYEE HAS A STANDARD SCHEDULE WHICH CONSISTS OF 8 HOUR DAYS, 40 HOUR WEEKS AND 80 HOURS BIWEEKLY. APPLIES TO ALL FIRE PROTECTION PERSONNEL WITH 112, 120, OR 144 HOUR SCHEDULES.
1	FLEXITOUR	A FLEXIBLE SCHEDULE WHICH CONSISTS OF 8 HOUR DAYS, 40 HOUR WEEKS AND 80 HOURS BIWEEKLY. A ***FIXED ARRIVAL TIME*** IS ESTABLISHED FOR EACH EMPLOYEE. CREDIT HOURS MAY BE AUTHORIZED FOR THIS SCHEDULE.
2	GLIDING SCHEDULE	THE EMPLOYEE HAS A BASIC WORK REQUIREMENT OF 8 HOUR DAYS, 40 HOUR WEEKS AND 80 HOURS BIWEEKLY. THE EMPLOYEE MAY VARY ***ARRIVAL*** AND ***DEPARTURE*** TIMES WITHOUT NOTIFICATION. CREDIT HOURS MAY BE AUTHORIZED FOR THIS SCHEDULE.
3	VARIABLE DAY SCHEDULE	THE EMPLOYEE HAS A BASIC WORK REQUIREMENT OF 40 HOURS EACH WEEK AND 80 HOURS BIWEEKLY. THE EMPLOYEE MAY VARY ***ARRIVAL*** AND ***DEPARTURE*** TIMES AND ***LENGTH OF THE WORKDAY*** WITHOUT NOTIFICATION. CREDIT HOURS MAY BE AUTHORIZED FOR THIS SCHEDULE.

ALTERNATE WORK SCHEDULE (AWS) CODES EXPANDED REFERENCE (Cont.)

CODES		DEFINITIONS
4	VARIABLE WEEK SCHEDULE (EMPLOYEE REQUEST)	THE EMPLOYEE HAS A BASIC WORK REQUIREMENT OF 80 HOURS BIWEEKLY. THE EMPLOYEE MAY VARY ARRIVAL AND DEPARTURE TIMES, AND ***LENGTH*** OF WORKDAY AND ***WORKWEEK*** WITHOUT NOTIFICATION. CREDIT HOURS MAY BE AUTHORIZED FOR THIS SCHEDULE. HOURS WORKED IN EXCESS OF 40 HOURS IN A WEEK WILL BE ASSUMED BY DCPS TO HAVE BEEN AT THE EMPLOYEE• S REQUEST AND SHOULD BE REPORTED AS ***CREDIT HOURS***. FLSA WILL BE COMPUTED ON A ***BIWEEKLY*** BASIS.
5	MAXIFLEX WORK SCHEDULE (EMPLOYEE REQUEST)	THE EMPLOYEE HAS A BASIC WORK REQUIREMENT OF 80 HOURS BIWEEKLY. THE EMPLOYEE MAY WORK LESS THAN 5 DAYS PER WEEK AND/OR LESS THAN 10 DAYS DURING THE BIWEEKLY PAY PERIOD AND VARY ARRIVAL/DEPARTURE TIMES. CORE TIME IS ONLY REQUIRED 3 DAYS A WEEK. CREDIT HOURS MAY BE AUTHORIZED FOR THIS SCHEDULE. HOURS WORKED IN EXCESS OF 40 HOURS IN A WEEK WILL BE ASSUMED BY DCPS TO HAVE BEEN AT THE EMPLOYEE• S REQUEST AND SHOULD BE REPORTED AS ***CREDIT HOURS***. FLSA WILL BE COMPUTED ON A ***BIWEEKLY*** BASIS.
6	COMPRESSED WORK SCHEDULE (80 HOURS BIWEEKLY)	THE EMPLOYEE HAS A BASIC WORK REQUIREMENT OF 80 HOURS BIWEEKLY. THE HOURS IN A WEEK CAN VARY, BUT THE NUMBER OF REGULAR HOURS EACH WORKDAY MUST BE SCHEDULED. THIS SCHEDULE IS ALSO KNOWN AS THE 5-4/9 PLAN. THE EMPLOYEE MAY WORK 9-HOUR DAYS DURING 8 DAYS OF THE BIWEEKLY PAY PERIOD AND AN 8-HOUR DAY ON THE 9TH DAY TO COMPLETE 80 HOURS FOR THE PAY PERIOD. THE TENTH DAY IS AN OFF-DAY.

ALTERNATE WORK SCHEDULE (AWS) CODES
EXPANDED REFERENCE (Cont.)

CODES		DEFINITIONS
		FLSA WILL BE COMPUTED ON A BIWEEKLY BASIS. (80 HOURS BIWEEKLY)
7	FIRST FORTY	THE EMPLOYEE HAS A BASIC WORK REQUIREMENT OF 40 HOURS A WEEK AND 80 HOURS BIWEEKLY. THE NUMBER OF HOURS IN A DAY CAN VARY (0-24).
8	COMPRESSED WORK SCHEDULE (40 HOURS WEEKLY)	THE EMPLOYEE HAS A BASIC WORK REQUIREMENT OF 40 HOURS EACH WEEK AND 80 HOURS BIWEEKLY. THE NUMBER OF REGULAR HOURS EACH WORKDAY MUST BE SCHEDULED. ***FOUR-DAY WORK WEEK*** - THE AGENCY/EMPLOYEE ESTABLISHES A FIXED SCHEDULE LIMITED TO FOUR 10 HOUR DAYS. ***THREE-DAY WORKWEEK*** - A FIXED SCHEDULE LIMITED TO THREE 13 HOUR 20 MINUTE DAYS.
D	VARIABLE WORK SCHEDULE (ACTIVITY REQUEST)	THE EMPLOYEE HAS A BASIC WORK REQUIREMENT OF 80 HOURS BIWEEKLY. THE EMPLOYEE MAY VARY ARRIVAL AND DEPARTURE TIMES AND LENGTH OF ***WORKDAY*** AND ***WORKWEEK*** WITHOUT NOTIFICATION. CREDIT HOURS MAY BE AUTHORIZED FOR THIS SCHEDULE. ALL REGULAR HOURS WORKED IN EXCESS OF 40 HOURS IN A WEEK WILL BE USED IN CALCULATING THE FLSA ENTITLEMENT. IT WILL BE ASSUMED BY DCPS THAT THE ACTIVITY REQUESTED THE EMPLOYEE TO WORK GREATER THAN 40 HOURS IN A WEEK AND THE EXCESS HOURS SHOULD ***NEVER*** BE REPORTED AS ***CREDIT HOURS***. FLSA WILL BE COMPUTED ON A WEEKLY BASIS.
E	MAXIFLEX WORK SCHEDULE (ACTIVITY REQUEST)	THE EMPLOYEE HAS A BASIC WORK REQUIREMENT OF 80 HOURS BIWEEKLY. THE EMPLOYEE MAY WORK LESS THAN 5 DAYS PER WEEK AND/OR LESS THAN 10 DAYS

ALTERNATE WORK SCHEDULE (AWS) CODES
EXPANDED REFERENCE (Cont.)

CODES	DEFINITIONS
	DURING THE BIWEEKLY PAY PERIOD, AND VARY ARRIVAL/DEPARTURE TIMES. CORE TIME IS ONLY REQUIRED 3 DAYS A WEEK. CREDIT HOURS MAY BE AUTHORIZED FOR THIS SCHEDULE. ALL REGULAR HOURS WORKED IN EXCESS OF 40 HOURS IN A WEEK WILL BE USED IN CALCULATING THE FLSA ENTITLEMENT. IT WILL BE ASSUMED BY DCPS THAT THE ACTIVITY REQUESTED THE EMPLOYEE TO WORK GREATER THAN 40 HOURS IN A WEEK AND THE EXCESS HOURS SHOULD ***NEVER*** BE REPORTED AS ***CREDIT HOURS***. FLSA WILL BE COMPUTED ON A WEEKLY BASIS.

APPENDIX D

GLOSSARY

GLOSSARY

A

ACPERS	Army Civilian Personnel System
AWS	Alternate Work Schedule

C

CEFMS	Corps of Engineers Financial Management System
COE	Corps of Engineers
COLA	Cost of Living Allowance
COP	Continuation of Pay
CPAC	Civilian Personnel Advisory Center
CPO ID	Civilian Personnel Office Identification
CPOC	Civilian Personnel Operations Center
CRON	Chronograph
CSR	Customer Service Representative

D

DCPS	Defense Civilian Payroll System
DCPDS	Defense Civilian Personnel Data System
DFAS	Defense Finance and Accounting Service
DOD	Department of Defense

GLOSSARY (Cont.)

E

ENV/HAZ	Environmental/Hazardous
EOM	End of Month

F

FEGLI	Federal Employees Group Life Insurance
FLSA	Fair Labor Standards Act

I

ID	Identification
IDC	Indicator

M

MER	Master Employee Record

O

OCONUS	Outside the Continental United States
OPLOC	Operating Location
OWCP	Office of Workers' Compensation Program

GLOSSARY (Cont.)

P

PLO	Payroll Liaison Officer

R

RDO	Regular Day Off

S

SDA	Source Data Automation
SES	Senior Executive Service

T

TOD	Tour of Duty
T&A	Time and Attendance

U

UIC	Unit Identification Code

V

VSIP	Voluntary Separation Incentive Program